



Cardinal Reports Catalog

Project Accounting

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 08/09/2021



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Training Materials and Resources

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV220 Cardinal Reporting:** This Instructor Led Training (ILT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access report and queries. Additionally, it covers how to perform inquiries. The course document provides:
 - Key concepts in Cardinal reporting
 - Information on how to access the Query Viewer to search, run, and access query results online or by download
 - Information on how to perform inquiries to access details about an item or transaction in Cardinal
 - Basic information about types of reports and how to access the different types of reports
 - Information on how to run and check the status of ad hoc reports
 - Information on how to access nVision reports and how to use the Drilldown feature
 - Information on how to run BI Publisher and PSJob reports and access them through the Report Manager
 - References for additional Resources, Job Aids, and Key Terms
 - Exercises which provide hands-on practice to run/access reports, inquiries or queries (provided in the ILT course only)

Note: This resource document is located on the Cardinal website and can be accessed by following this path:

Training > Course Materials > Statewide > SW_Financials > SW_Overview: Navigation, Reporting and Approvals > NAV220: Cardinal Reporting



Project Accounting

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Project Accounting Inquiries

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Employee Costs by Activity Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to review employee time and costs by activity.

NAVIGATION PATH:

Main Menu > Project Costing > Review Costs > Accumulated Costs > Employee Costs by Activity

INPUT / SEARCH CRITERIA:

Business Unit
Project
Activity
WBS ID
Project Description
Activity Description
Activity Type
Status as of Effective Date
Activity Owner
New Milestone

OUTPUT FORMAT:

Online

Screenshot of the Employee Costs by Activity Inquiry - Search Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Employee Costs by Activity

Employee Costs by Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =

Project begins with

Activity begins with

WBS ID begins with

Project Description begins with

Activity Description begins with

Activity Type begins with

Status as of Effective Date =

Activity Owner begins with

New Milestone =

Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All First 1-100 of 289 Last

Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Status as of Effective Date	Activity Owner	New Milestone
50100	0000095952 3	1.1.1	602	0029-071-681,P101,R201,C501	PE/Constr - Constr on PE Job	9101	Inactive	(blank)	(blank)	
50100	0000095952 4	1.1.2	606	0029-071-681,P101,R201,C501	Advanced R/W Prior to Acq.	9101	Inactive	(blank)	(blank)	
50100	0000095952 5	1.1.3	607	0029-071-681,P101,R201,C501	R/W Stakeout for Cond. and App	9101	Inactive	(blank)	(blank)	



Screenshot of the Employee Costs by Activity Inquiry Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Employee Costs by Activity

Employee Costs by Activity

Project 0000095952 Description 0029-071-681,P101,R201,C501
Activity 602 Description

Employee Costs by Activity		Personalize Find View All First 1-5 of 20 Last			
Analysis Type		Currency	Unit of Measure	Quantity	Amount
BLD	00012522200	USD	HUR	24.00	883.40
BLD	00073599100	USD	HUR	16.00	669.76
BLD	00163927400	USD	HUR	4.00	108.50
BLD	00164650300	USD	HUR	4.00	140.34
BLD	00219329200	USD	HUR	13.00	411.68

Return to Search Notify



Employee Costs by Project Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to review employee time and costs by project.

NAVIGATION PATH:

Main Menu > Project Costing > Review Costs > Accumulated Costs > Employee Costs by Project

INPUT / SEARCH CRITERIA:

Business Unit
Project
Description

OUTPUT FORMAT:

Online

Screenshot of the Employee Costs by Project Inquiry – Search Page

The screenshot displays the 'Employee Costs by Project' search page. At the top, a navigation bar shows the path: Favorites > Main Menu > Project Costing > Review Costs > Accumulated Costs > Employee Costs by Project. The main title 'Employee Costs by Project' is centered above a search criteria section. The search criteria include dropdowns for 'Business Unit' (set to '50100'), 'Project' (set to 'begins with 95952'), and 'Description' (set to 'begins with'), along with a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300)' input field set to '300'. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with one row of data. The table has columns for 'Business Unit', 'Project', 'Description', and 'Project Type'. The 'Project' column value '0000095952' is highlighted with a red box. The table footer indicates '1 of 1' result.

Business Unit	Project	Description	Project Type
50100	0000095952	0029-071-681,P101,R201,C501	CONST



Screenshot of the Employee Costs by Project Inquiry Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Employee Costs by Project

Employee Costs by Project

Project 0000095952 Description 0029-071-681,P101,R201,C501

Employee Costs by Project					
Analysis Type	Employee ID	Currency	Unit of Measure	Quantity	Amount
ACT		USD			303.05
ACT		USD			102.60
ACT		USD			35.00
BLD		USD			303.05
BLD		USD			35.00



Flexible Analysis Template

< UNDER CONSTRUCTION – Content will be available soon >

REVISED: 03/02/2020

DESCRIPTION:

This template is used specify the analysis types that the system uses to gather project costs. You must create a template before you can perform flexible analysis. A Flexible Analysis Inquiry provides a view of activity costs based on the analysis groups that are specified in the flexible analysis template.

You can save a template as a user default to save time performing flexible analyses or can modify flexible analysis templates as required..

NAVIGATION PATH:

Main Menu > Project Costing > Flexible Analysis Template

INPUT / SEARCH CRITERIA:

Business Unit
Template
Analysis Group

OUTPUT FORMAT:

Online

Screenshot of the Flexible Analysis Inquiry – Search Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Flexible Analysis Template

Flexible Analysis Template

User ID PPS1_JANIS.HANNUKSELA Name HANNUKSELA, JANIS

Business Unit 15100

Template Public

*Description

Flexible Analysis Template			Personalize	Find	View All	First	1-2 of 2	Last
Number	Analysis Group	Field Heading						
1	ALL	All Analysis Types	<input type="button" value="+"/>	<input type="button" value="-"/>				
2	PSBLD	Billing to Projects	<input type="button" value="+"/>	<input type="button" value="-"/>				

Return To Flexible Analysis



Flexible Analysis Inquiry

REVISED: 03/01/2017

DESCRIPTION:

This inquiry is used to review current project data from the project summary tables. It provides a view of activity costs based on the analysis groups that are specified in a flexible analysis template.

You must create a template before you can perform flexible analysis. Templates specify the analysis types that the system uses to gather project costs. You can save a template as a user default to save time performing flexible analyses or can modify flexible analysis templates as required.

NAVIGATION PATH:

Main Menu > Project Costing > Interactive Reports > Flexible Analysis

INPUT / SEARCH CRITERIA:

Business Unit
Project
Description
Project Type

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

You must create a flexible analysis template before you can perform flexible analysis. Templates specify the analysis types that the system uses to gather project costs. You can save a template as a user default to save time performing flexible analyses or you can modify flexible analysis templates as required

Screenshot of the Flexible Analysis Inquiry – Search Page

The screenshot shows the 'Flexible Analysis' search interface. At the top, a navigation bar includes 'Favorites ▾', 'Main Menu ▾', and a breadcrumb trail: 'Project Costing ▾' > 'Interactive Reports ▾' > 'Flexible Analysis'. Below this is a section titled 'Flexible Analysis' with a note: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. A 'Search Criteria' section contains four input fields: 'Business Unit' set to '50100', 'Project' set to 'begins with 0000003412', 'Description' (empty), and 'Project Type' (empty). There is also a 'Case Sensitive' checkbox and a limit of '300' results. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with one row: Business Unit 50100, Project 0000003412, Description 0642011P14, and Project Type CONST.

Business Unit	Project	Description	Project Type
50100	0000003412	0642011P14	CONST



Screenshot of the Flexible Analysis Inquiry Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Flexible Analysis

Flexible Analysis

Project 0000003412 Description 0642011P14

Flexible Analysis Cost Summary : User Template : 7

Project		All Analysis Types	Billing to Projects
0000003412		\$1,300,820.54	

Flexible Analysis Template

Screenshot of the Flexible Analysis Inquiry Page (continued)

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Flexible Analysis

Flexible Analysis

Project 0000003412 Description 0642011P14

0000003412

Flexible Analysis Cost Summary : User Template : 7

Activity ID	Summary	All Analysis Types	Billing to Projects
9104	<input checked="" type="checkbox"/>		\$565,485.77
9320	<input checked="" type="checkbox"/>		\$650,410.27
9420	<input checked="" type="checkbox"/>		\$84,924.50

Flexible Analysis Template



Screenshot of the Flexible Analysis Inquiry Page (continued)

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Flexible Analysis

Flexible Analysis

Project 0000003412 Description 0642011P14

0000003412 • 9104

Activity ID		Summary	All Analysis Types	Billing to Projects
9174		<input checked="" type="checkbox"/>		\$565,485.77

Flexible Analysis Template

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Screenshot of the Flexible Analysis Inquiry Page (continued)

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Flexible Analysis

Flexible Analysis

Project 0000003412 Description 0642011P14

0000003412 • 9174

Activity ID		Summary	All Analysis Types	Billing to Projects
731		<input type="checkbox"/>		\$559,787.46
733		<input type="checkbox"/>		\$1,646.03
743		<input type="checkbox"/>		\$1,966.72

Flexible Analysis Template

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)



Invoices by Activity Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to review project cost transactions related to billing invoices.

NAVIGATION PATH:

Main Menu > Project Costing > Review Costs > Accumulated Costs > Invoices by Activity

INPUT / SEARCH CRITERIA:

Business Unit
Project
Activity
WBS ID
Project Description
Activity Description
Activity Type
Status as of Effective Date
Activity Owner
New Milestone

OUTPUT FORMAT:

Online

Screenshot of the Invoices by Activity Inquiry – Search Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Invoices by Activity

Invoices by Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =
Project begins with
Activity begins with
WBS ID begins with
Project Description begins with
Activity Description begins with
Activity Type begins with
Status as of Effective Date =
Activity Owner begins with
New Milestone =

Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All

Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Status as of Effective Date	Activity Owner	New Milestone
50100	0000095952 3	1.1.1	602	0029-071-681,P101,R201,C501	PE/Constr - Constr on PE Job		9101	Inactive	(blank)	(blank)
50100	0000095952 4	1.1.2	606	0029-071-681,P101,R201,C501	Advanced R/W Prior to Acq.		9101	Inactive	(blank)	(blank)
50100	0000095952 5	1.1.3	607	0029-071-681,P101,R201,C501	R/W Stakeout for Cond. and App		9101	Inactive	(blank)	(blank)
50100	0000095952 6	1.1.4	608	0029-071-681,P101,R201,C501	Const. Stakeout Prior to Award		9101	Inactive	(blank)	(blank)
50100	0000095952 7	1.1.5	609	0029-071-681,P101,R201,C501	P.E. Educational Courses		9101	Inactive	(blank)	(blank)
50100	0000095952 8	1.1.6	611	0029-071-681,P101,R201,C501	Preliminary Surveys		9101	Inactive	(blank)	(blank)

First 1-100 of 289 Last



Screenshot of the Invoices by Activity Inquiry Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Invoices by Activity

Invoices by Activity

Project 0000095952 Description 0029-071-681,P101,R201,C501

Activity 602 Description

Invoice

Search

Invoices					Personalize	Find	View 100			First	1-3 of 174	Last
Analysis Type	Invoice	Source Amount	Currency	Description								
BLD	FED000177	-2.92	USD	FHWA Billed @80%								
BLD	FED000299	50.93	USD	FHWA Billed @80%								
BLD	FED000384	203.71	USD	FHWA Billed @80%								

Return to Search Notify



Journal Entries by Activity Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to review project cost transactions related to journal entries.

NAVIGATION PATH:

Main Menu > Project Costing > Review Costs > Accumulated Costs > Journal Entries by Activity

INPUT / SEARCH CRITERIA:

Business Unit
Project
Activity
WBS ID
Project Description
Activity Description
Activity Type
Status as of Effective Date
Activity Owner
New Milestone

OUTPUT FORMAT:

Online

Screenshot of the Journal Entries by Activity - Search Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Journal Entries by Activity

Journal Entries by Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All

Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Status as of Effective Date	Activity Owner	New Milestone
50100	0000095952.3	1.1.1	602	602	0029-071-681,P101,R201,C501 PE/Constr - Constr on PE Job 9101		Inactive		(blank)	(blank)



Screenshot of the Journal Entries by Activity Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Journal Entries by Activity

Journal Entries by Activity

Project 0000095952 Description 0029-071-681,P101,R201,C501
Activity 602 Description

Journal Entries				Personalize Find View 100 First 1-6 of 129 Last			
Analysis Type	General Ledger Business Unit	Journal ID	Currency	Unit of Measure	Quantity	Amount	
ACT	50100	AP00034945	USD	HUR		2,298.72	
ACT	50100	AP00134561	USD	HUR		615.35	
ACT	50100	AP00145067	USD	HUR		951.78	
ACT	50100	AP00158686	USD	HUR		125.37	
ACT	50100	AP00222085	USD	HUR		669.84	
ATE	50100	ALC0000001	USD			15.84	

Screenshot of the Journal Entries by Activity Page – Review Journal Status

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Journal Entries by Activity > Review Journal Status

Journal Header **Journal Lines**

Unit 50100	Journal ID AP00034945	Journal Date 05/08/2014
Fiscal Year 2014	Source AP	Process Instance 1912253
Accounting Period 11	Reference Number	Status: Posted
Ledger Group ACTUALS	Ledger	Budget Status: Valid
Long Description Accounts Payable		

Journal Line Totals

Lines 3,502	Debits 32,334,624.49 USD	Credits 32,334,624.49 USD
-------------	--------------------------	---------------------------

▼ Commitment Control Amount Type

Amount Type Actuals and Recognized User	Override N
---	------------

Journal Header | Journal Lines



Manager Transaction Review Inquiry

REVISED: 03/01/2017

DESCRIPTION:

This inquiry is used to view transactions (cost transactions and associated billing) for a particular project or project/activity combination.

NAVIGATION PATH:

Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

INPUT / SEARCH CRITERIA:

Business Unit
Project
Activity
Contract
Contract Line Number
Analysis Type
Source Type
Category
Subcategory
Employee ID
Revenue Distribution Status
Billing Distribution Status
View Type (Detail, Summary, Template ID)
Reviewed (All, Reviewed, Not Reviewed)
Date Type (Accounting Date / Transaction Date)
From Date
Through Date

OUTPUT FORMAT:

Online



Screenshot of the Manager Transaction Review - Search Page, Detail View Type Selected

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review

Select ?

*Business Unit <input type="text" value="15100"/>	Contract <input type="text" value="0000001425"/>
Project <input type="text"/>	Contract Line Number <input type="text"/>
Activity <input type="text"/>	Select Project Activities

Analysis Type <input type="text"/>	Employee ID <input type="text"/>
Source Type <input type="text"/>	Revenue Distribution Status <input type="text"/>
Category <input type="text"/>	Billing Distribution Status <input type="text"/>
Subcategory <input type="text"/>	

View Type ?

Detail

Summary Template ID

Transaction Summary Template

Reviewed ?

All Reviewed Not Reviewed

Date Type

Date Type From Date Through Date

Manager Transaction Review | Cost Review | Billing Review

Screenshot of the Manager Transaction Review Page - Cost Review - General Tab

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Manager Transaction Review

New Window | Help |

Manager Transaction Review | **Cost Review** | Billing Review

Detail Review ?

General Transaction Details Contract Information

Personalize | Find | First 1 of 1

Reviewed	Project	Activity	Analysis Type	Amount	Currency Code	Adjust	Transaction Date	Accounting Date	Source Type	Category	Subcategory
<input type="checkbox"/>				\$0.000		<input type="checkbox"/>					

Select All Reviewed Clear All Reviewed

Total Cost Amount \$0.000

Manager Transaction Review | Cost Review | Billing Review



Screenshot of the Manager Transaction Review Page - Cost Review - Transaction Details Tab

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Manager Transaction Review

New Window | Help | Personalize

Manager Transaction Review Cost Review Billing Review

Detail Review ?

General Transaction Details Contract Information

Reviewed Project Activity Analysis Type Amount Currency Code Adjust Foreign Amount Foreign Currency Code Name Job Code Billing Status Quantity Unit of Measure

\$0.000 \$0.000

Select All Reviewed Clear All Reviewed Total Cost Amount \$0.000

Adjust Save

Manager Transaction Review | Cost Review | Billing Review

Screenshot of the Manager Transaction Review - Search Page, Summary View Type Selected

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Manager Transaction Review

Manager Transaction Review Cost Review Billing Review

Select ?

*Business Unit 15100 Contract 0000001425

Project Contract Line Number

Activity Select Project Activities

Analysis Type Employee ID

Source Type Revenue Distribution Status

Category Billing Distribution Status

Subcategory

View Type ?

Detail Summary Template ID

Transaction Summary Template

Reviewed ?

All Reviewed Not Reviewed

Date Type

Date Type From Period To Period

Search Reset

Manager Transaction Review | Cost Review | Billing Review



Screenshot of the Manager Transaction Review Page - Cost Review Tab, Summary View Type Selected

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Manager Transaction Review

Manager Transaction Review **Cost Review** Billing Review

Summary Review							Personalize	Find	Print	First	1 of 1	Last
Project	Activity	Quantity	Unit of Measure	Amount	Currency Code	Details						
				\$0.000		Details						

Total Cost Amount \$0.000

Manager Transaction Review | Cost Review | Billing Review



My Contracts Inquiry

REVISED: 03/01/2017

DESCRIPTION:

This inquiry is used to define and update a personalized list of contracts.

NAVIGATION PATH:

Main Menu > Customer Contracts > My Contracts

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

Online

Screenshot of the My Contracts Page

The screenshot shows a web-based application interface for managing contracts. At the top, there is a navigation bar with links for Favorites, Main Menu, Customer Contracts, and My Contracts. Below the navigation bar, the title "My Contracts" is displayed. On the left, there is a sidebar with tabs for General, Details, and a search icon. The main content area displays a table of contracts with the following columns: Contract, Description, Business Unit, Contract Type, Contract Classification, and Sold To Customer. There are three rows of data in the table. The first row has a contract number of 0813164 and a description of NH0813164, with a business unit of 50100, a contract type of F, a classification of Government, and a customer of FEDERAL HIGHWAY ADMINISTRATION. The second row has a contract number of 5A01047 and a description of HSIP5A01047, with a business unit of 50100, a contract type of F, a classification of Government, and a customer of FEDERAL HIGHWAY ADMINISTRATION. The third row has a contract number of 9644112 and a description of HSIP-9644112, with a business unit of 50100, a contract type of F, a classification of Government, and a customer of FEDERAL HIGHWAY ADMINISTRATION. Below the table, there are two buttons: "Create New Contract" and "Search Contracts". Above the table, there are links for Personalize, Find, View All, and a grid icon. There are also navigation links for First, Previous, Next, and Last, indicating this is page 1 of 3.

Contract	Description	Business Unit	Contract Type	Contract Classification	Sold To Customer
0813164	NH0813164	50100	F	Government	FEDERAL HIGHWAY ADMINISTRATION
5A01047	HSIP5A01047	50100	F	Government	FEDERAL HIGHWAY ADMINISTRATION
9644112	HSIP-9644112	50100	F	Government	FEDERAL HIGHWAY ADMINISTRATION



Screenshot of the Selected Contract

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > My Contracts > General Information

General Lines

Contract Number 5A01047
Amendment Number 0000000003

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
*Contract Status JV ACCEPTED

Add to My Contracts

Description HSIP5A01047
Contract Admin [redacted]

Region Code
Contract Type F
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 05/05/2010
Contract Role
Revenue Profile
Use Project ChartFields:

Processing Status Closed
Amendment Status Complete
Business Unit VA Dept of Transportation
Contract Classification Government
Last Amended 06/18/2018
Start Date 05/05/2010
End Date 08/31/2018
Last Update Date/Time 02/25/2019 2:10:09PM
Last Update User ID [redacted]
Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

Other Information

Summary of Amounts

Billing Plans Revenue Plans Milestones Supplemental Data Go To More

Return to My Contracts

General | Lines



My Projects Inquiry

REVISED: 03/18/2020

DESCRIPTION:

This inquiry is used to define and update a personalized list of projects.

NAVIGATION PATH:

Main Menu > Project Costing > My Projects

INPUT / SEARCH CRITERIA:

None

OUTPUT FORMAT:

Online

Screenshot of the My Projects Page

The screenshot shows a web-based application interface for managing projects. At the top, there's a navigation bar with 'Favorites ▾', 'Main Menu ▾', and a breadcrumb trail: 'Project Costing ▾ > My Projects'. Below the header, the title 'My Projects' is displayed. On the left, a sidebar shows 'User ID' and 'Name JOHN DOE'. The main content area is titled 'My Projects' and contains a table with the following columns: Project Business Unit, Project, Description, Program, Project Status, Processing Status, and Project Overall. There are seven rows of data, each representing a project. The second row from the top has a red box around its 'Project' column value '0000077061'. At the bottom of the table, there are links: 'Create New Project' (yellow button), 'Projects List' (red box), and 'Create Project from Microsoft'.

My Projects						
General				Details		
Project Business Unit	Project	Description	Program	Project Status	Processing Status	Project Overall
50100	0000051990	EN99125114	<input type="checkbox"/>	Hold	Active	
50100	0000077061	0001088141,P101,N501	<input type="checkbox"/>	Open	Active	
50100	0000083254	U000-121-159, P101, M501	<input type="checkbox"/>	Open	Active	
50100	0000087018	EN07032117,P101,C501	<input type="checkbox"/>	Open	Active	
50100	0000096290	9999964122,P101,N501	<input type="checkbox"/>	Closed	Inactive	
50100	0000103701	EN99-073-167, P101	<input type="checkbox"/>	Open	Active	
50100	0000108929	PM5F-090-748, P401	<input type="checkbox"/>	Open	Active	

Note: To access the project record, click the link in the **Project** column.

To access the project status, click the link in the **Project Status** column.

If you do not have any projects listed or you want to narrow your project search, click the **Projects List** link at the bottom of the page.



Screenshot of the My Projects – Projects List (Add a Project to My Projects List)

The screenshot shows a web-based application interface for managing projects. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, and Sign Off. Below the navigation is a search criteria section with fields for Business Unit (50100), My Projects (checkbox checked), Project Tree (Tree Name, Effective Date, Parent Node), Project Type, Project Status, Project Manager, and Project Description. There are also From Project, Through Project, From Start Date, and Through Start Date fields. Below the search criteria is a "Project List" table with columns: My Projects, Project Business Unit, Project, Description, Type, Project Manager, Start Date, Project Status, and Edit. The table contains six rows of project data. At the bottom of the page are buttons for Select All, Clear All, and Save.

My Projects	Project Business Unit	Project	Description	Type	Project Manager	Start Date	Project Status	Edit
<input type="checkbox"/>	50100	0000051990	EN99125114	CONSTRUCTION	JOHN DOE	03/28/2000	Hold	<button>Edit</button>
<input checked="" type="checkbox"/>	50100	0000077061	0001088141,P101,N501	CONSTRUCTION	JOHN DOE	01/27/2006	Open	<button>Edit</button>
<input type="checkbox"/>	50100	0000083254	U000-121-159, P101, M501	CONSTRUCTION	JOHN DOE	10/02/2007	Open	<button>Edit</button>
<input type="checkbox"/>	50100	0000087018	EN07032117,P101,C501	CONSTRUCTION	JOHN DOE	08/10/2009	Open	<button>Edit</button>
<input type="checkbox"/>	50100	0000096290	9999964122,P101,N501	CONSTRUCTION	JOHN DOE	05/01/2010	Closed	<button>Edit</button>
<input type="checkbox"/>	50100	0000103701	EN99-073-167, P101	CONSTRUCTION	JOHN DOE	08/30/2012	Open	<button>Edit</button>

Note: If you do not have any projects assigned to your project list, you can use the **Search** section of this page to find the project and add them to your list. Once you add a project to your list, it will display on the **My Projects** page the next time you access that page.

If you have multiple projects assigned to your project list, you can narrow the results by entering the criteria in the **Search** section of this page. Be sure that the **My Projects** checkbox is checked at the top of the page. Once you enter your criteria, click the **Search** button to see the results.

If you click the **Edit** button, it will take you to the project.



Screenshot of the Selected Project

Favorites ▾ Main Menu ▾ > Project Costing ▾ > My Projects > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project 0000077061 Add to My Projects Project Hierarchy

*Description 0001088141,P101,N501 Program Processing Status Active
*Integration 50100 VDOT Specific Project Status: Open
Project Type CONST CONSTRUCTION
Percent Complete 0.00 As Of
Project Health As Of

Project Schedule
*Start Date 01/27/2006 *End Date 05/09/2016 Additional Dates

Description Find | View All First 1 of 1

Date/Time Stamp 11/12/11 7:05:25AM User ID CNV
Description:
PE CLOSED DUE TO FFY11 4TH QTR FIRE REPORT, TIER 2 -- Installation of New Traffic Signal Coordination Equipment!Intersection of Rte 1 & Business Rte 3Spotsylvania Cross-County Parkway
 72 characters remaining
Long Description:
PE Phase FVd 10/9/14 DO NOT REOPEN
FINAL FISCAL CLOSEOUT REVIEW COMPLETE. DO NOT REOPEN TO CHARGES DRC 9/25/19

Save as Template Copy Project

My Projects Project Valuation Project Team Project Activities Go To More ▾
Return to My Projects

Save Return to Search Refresh Add Update/Display Include History Correct History



Projects Reconciliation Workbench Inquiry

REVISED: 03/01/2017

DESCRIPTION:

This inquiry is used to analyze a particular project, instead of a group of transactions.

NAVIGATION PATH:

Main Menu > Project Costing > Interactive Reports > Projects Recon Workbench

INPUT / SEARCH CRITERIA:

Reconciliation ID
Business Unit
Project
Days Inactive Range
Activity
Analysis Group
PC transactions not Costed or Priced [checkbox]
Unbilled Transactions for Inactive Project
[checkbox]

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

The inquiry consists of a two-step search. Create a Project Reconciliation ID (Add a New Value) and then enter additional search criteria on the Projects Reconciliation Workbench page.

Screenshot of the Projects Recon Workbench Selection Page

The screenshot shows a web-based application interface for the Projects Recon Workbench. At the top, there is a blue navigation bar with the following path: Favorites ▾ > Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Projects Recon Workbench. Below the navigation bar, the title "Projects Recon Workbench" is displayed in blue. Underneath the title, there are two buttons: "Find an Existing Value" and "Add a New Value", with "Add a New Value" being highlighted by a red border. Below these buttons, there are three search input fields: "Reconciliation ID" containing "REPORTCATALOG" with a magnifying glass icon, "Business Unit" containing "50100" with a magnifying glass icon, and "Project" containing "0000000200" with a magnifying glass icon and a small "x" button. At the bottom left of the main form area, there is a yellow "Add" button. At the very bottom of the page, there are two blue links: "Find an Existing Value" and "Add a New Value".



Screenshot of the Projects Reconciliation Workbench Page for Selected Project

Favorites > Main Menu > Project Costing > Interactive Reports > Projects Recon Workbench

Projects Billing Budgets Contracts Expenses Grants FA General Ledger Inventory Purchasing Payables Receivables

Projects Reconciliation Workbench

Reconciliation ID REPORTCATALOG User ID [] Name []
Business Unit 50100 Project 0000000200 Activity []

Selection Parameters

Days Inactive Range All []

Project Cost Specific

Activity [] Q Analytics Group [] Q

PC Transactions not Costed or Priced Unbilled Transactions for Inactive Project

Search **Reset**

PC Transactions not Costed or Priced Personalize | Find | View All | First 1-16 of 28 Last

Source Information	Details	Print		
Activity	Quantity	Source Amount	Currency Code	Transaction Date
1	9302		1,219,431.62 USD	07/01/2009
2	9302		USD	07/01/2010
3	9302	3,494,831.00	USD	07/01/2011
4	9302	-3,494,831.00	USD	07/01/2011
5	9302		USD	07/01/2012
6	9302	3,494,831.00	USD	07/01/2012
7	9302	-3,494,831.00	USD	07/01/2012
8	9302		USD	07/01/2013
9	9302	3,494,831.00	USD	07/01/2013
10	9302	-3,494,831.00	USD	07/01/2013
11	9302		USD	07/01/2014
12	9302	3,494,831.00	USD	07/01/2014
13	9302	-3,494,831.00	USD	07/01/2014
14	9302		USD	07/01/2015
15	9302	3,494,831.00	USD	07/01/2015

Unbilled Transactions for Inactive Project Personalize | Find | View All | First 1 of 1 Last

Source Information	Details	Print		
Activity	Transaction ID	Monetary Amount	Currency Code	Transaction Date
1				

Actions

Save Notify Add Update/Display

Projects | Billing | Budgets | Contracts | Expenses | Grants FA | General Ledger | Inventory | Purchasing | Payables | Receivables



Purchase Orders by Activity Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to review project cost transactions related to purchase orders.

NAVIGATION PATH:

Main Menu > Project Costing > Review Costs > Accumulated Costs > Purchase Orders by Activity

INPUT / SEARCH CRITERIA:

Business Unit
Project
Activity
WBS ID
Project Description
Activity Description
Activity Type
Status as of Effective Date
Activity Owner
New Milestone

OUTPUT FORMAT:

Online

Screenshot of the Purchase Orders by Activity - Search Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Purchase Orders by Activity

Purchase Orders by Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit	=	50100	<input type="button" value=""/>
Project	begins with	0000095952	<input type="button" value=""/>
Activity	begins with		<input type="button" value=""/>
WBS ID	begins with		<input type="button" value=""/>
Project Description	begins with		<input type="button" value=""/>
Activity Description	begins with		<input type="button" value=""/>
Activity Type	begins with		<input type="button" value=""/>
Status as of Effective Date	=		<input type="button" value=""/>
Activity Owner	begins with		<input type="button" value=""/>
New Milestone	=		<input type="button" value=""/>

Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All	First	1-100 of 289	Last							
Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Status as of Effective Date	Activity Owner	New Milestone
50100	0000095952 3	1.1.1	602		0029-071-681,P101,R201,C501 PE/Constr - Constr on PE Job	9101	Inactive	(blank)	(blank)	
50100	0000095952 4	1.1.2	608		0029-071-681,P101,R201,C501 Advanced R/W Prior to Acq.	9101	Inactive	(blank)	(blank)	
50100	0000095952 5	1.1.3	607		0029-071-681,P101,R201,C501 R/W Stakeout for Cond. and App	9101	Inactive	(blank)	(blank)	
50100	0000095952 6	1.1.4	608		0029-071-681,P101,R201,C501 Const. Stakeout Prior to Award	9101	Inactive	(blank)	(blank)	
50100	0000095952 7	1.1.5	609		0029-071-681,P101,R201,C501 P.E. Educational Courses	9101	Inactive	(blank)	(blank)	
50100	0000095952 8	1.1.6	611		0029-071-681,P101,R201,C501 Preliminary Surveys	9101	Inactive	(blank)	(blank)	
50100	0000095952 9	1.1.7	612		0029-071-681,P101,R201,C501 Preliminary Studies	9101	Inactive	(blank)	(blank)	



Screenshot of the Purchase Orders by Activity Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Purchase Orders by Activity

Purchase Orders by Activity

Project 0000095952 Description 0029-071-681,P101,R201,C501
Activity 602 Description

Purchase Orders				Personalize	Find	View All	First	1-6 of 6	Last
Analysis Type	Purchase Order	Currency	Unit of Measure	Quantity		Amount			
ACT	0000700443	USD	HUR			2,298.72			
BLD	0000700443	USD	HUR			1,838.98			
ACT	0001061500	USD	HUR			669.84			
BLD	0001061500	USD	HUR			535.87			
ACT	0001105815	USD	HUR			1,692.50			
BLD	0001105815	USD	HUR			1,354.00			

Screenshot of the Selected Purchase Order Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Purchase Orders by Activity > Purchase Orders

Purchase Order Inquiry

Purchase Order

Business Unit 50100 PO Status Dispatched
PO ID 0000700443
Change Order 1

Header

PO Date 07/21/2011	Backorder Status Not Backordered
Supplier Name A MORTON THOMA	Receipt Status Not Recvd
Supplier ID 0000031637	<input type="checkbox"/> Hold From Further Processing
Buyer	
PO Reference CNTRCT: 00000000000032402	Amount Summary
Header Details	Merchandise 5,892,604.42
Change Order	Freight/Tax/Misc. 0.00
All RTV	Total 5,892,604.42 USD
Matching	Actions

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	9250001000	ENGINEERING SERVICES, PROFESSIONAL	9250001	1.0000	HUR	5,892,604.42 USD	Approved



Review Accounting History Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to review accounting entries that are sent to the General Ledger.

NAVIGATION PATH:

Main Menu > Project Costing > Accounting > Review Accounting History

INPUT / SEARCH CRITERIA:

General Ledger Business Unit
Journal ID
Journal Date
Journal Line Number
Ledger

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

Users should search by Journal ID or Journal Date.

Screenshot of the Review Accounting History - Search Page

The screenshot shows the 'Review Accounting History' search interface. At the top, there's a navigation bar with 'Favorites ▾', 'Main Menu ▾', and a breadcrumb trail: 'Project Costing ▾ > Accounting ▾ > Review Accounting History'. Below the navigation is the title 'Review Accounting History' and a note: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is also present. The 'Search Criteria' section contains five dropdown fields: 'General Ledger Business Unit' set to '50100', 'Journal ID' set to 'begins with', 'Journal Date' set to '11/01/2019', 'Journal Line Number' set to 'begins with', and 'Ledger' set to 'begins with'. There's also a limit field for results ('Limit the number of results to (up to 300): 300'). At the bottom of the search area are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The 'Search Results' section shows a table with 300 results out of 16174. The table has columns: 'View All', 'First 1-100 of 300 Last', 'General Ledger Business Unit', 'Journal ID', 'Journal Date', 'Journal Line Number', and 'Ledger'. The results show five rows for '50100' with Journal IDs 'CAREV61359' and dates '11/01/2019'. The 'Journal Line Number' column shows values 1, 2, 3, 4, and 5, and the 'Ledger' column shows 'ACTUALS'.

View All	First 1-100 of 300 Last	General Ledger Business Unit	Journal ID	Journal Date	Journal Line Number	Ledger
50100	CAREV61359	11/01/2019	1			ACTUALS
50100	CAREV61359	11/01/2019	2			ACTUALS
50100	CAREV61359	11/01/2019	3			ACTUALS
50100	CAREV61359	11/01/2019	4			ACTUALS
50100	CAREV61359	11/01/2019	5			ACTUALS



Screenshot of the Review Accounting History Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Accounting ▾ > Review Accounting History

Review Accounting History

Journal ID

Business Unit 50100		Journal CAREV61359		Date 11/01/2019		GL Journal						
Ledger ACTUALS		Line 1		Line Descr CA Revenue								
Chartfields Personalize Find View All First 1 of 1 Last												
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	A
112061	04010		12018			019				50100	0000000673	6

< >

Base Currency USD Base Amount 509.30
Currency USD Transaction Amount 509.30
Statistics Code Statistic Amount

Projects Information

Personalize Find View All First 1 of 1 Last											
Transaction Detail											
PC Business Unit	Project	Activity	Transaction ID	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	
50100	0000000673	648	408213630	112061		04010	12018	019			

< >

Return to Search Previous in List Next in List



Review and Manage Limits Inquiry

REVISED: 03/01/2017

DESCRIPTION:

This inquiry is used to review limits defined for rate-based contract lines and release transactions that are over the limit specified for a non-government contract line.

NAVIGATION PATH:

Main Menu > Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits

INPUT / SEARCH CRITERIA:

Business Unit
Limit Type (Funded / Billing)
Sold To Customer
Review By
Max Remaining %
Contract Admin
Contract Type
Contract Classification
Contract
Contract Line

OUTPUT FORMAT:

Online

Screenshot of the Review and Manage Limits - Search Page

The screenshot shows the 'Review Limits' search page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Customer Contracts', 'Adjust Revenue and Billing', and 'Review and Manage Limits'. Below the navigation is a 'Search Criteria' section with fields for Business Unit (50100), Limit Type (Funded/Billing), Sold To Customer, Review By (All), Max Remaining %, Contract Admin, Contract Type, Contract Classification (All), Contract (0000001426), and Contract Line. There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Limits' table with columns: Remaining, Excess, Dates, Contract, Line, Transaction Identifier, Billing Limit, Processed Amount, and Remaining Amount. One row is visible for Contract 0000001426, Line 2, with values 7,133,742.02, 6,306,563.94, and 827,178.08 respectively. At the top right of the table are links for Personalize, Find, View All, and navigation buttons for First, 1 of 1, and Last.

Remaining	Excess	Dates	Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount
			1 0000001426	2		7,133,742.02	6,306,563.94	827,178.08



Review Billing - As Incurred Inquiry

REVISED: 02/28/2017

DESCRIPTION:

This inquiry is used to review billing plans with an as-incurred billing method.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Billing > As Incurred

INPUT / SEARCH CRITERIA:

Business Unit
Billing Plan
Billing Business Unit
Project
Contract
Contract Classification
Billing Plan Status
Hold [checkbox]
Bill To Customer
Fee Type [various checkboxes]

OUTPUT FORMAT:

Online

Screenshot of the Review Billing - As Incurred - Search Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Billing ▾ > As Incurred

Review Billing - As Incurred

Search Criteria

Business Unit <input type="text" value="50100"/> <input type="button" value="🔍"/>	Contract <input type="text" value="0000001721"/> <input type="button" value="🔍"/>	Fee Type
Billing Plan <input type="text"/> <input type="button" value="🔍"/>	Contract Classification <input type="text"/> <input type="button" value="🔍"/>	<input checked="" type="checkbox"/> None
Billing Business Unit <input type="text"/> <input type="button" value="🔍"/>	Billing Plan Status <input type="text"/> <input type="button" value="🔍"/>	<input checked="" type="checkbox"/> Fixed Fee
Project <input type="text"/> <input type="button" value="🔍"/>	<input type="checkbox"/> Hold	<input checked="" type="checkbox"/> Award Fee
	Bill To Customer <input type="text"/> <input type="button" value="🔍"/>	<input checked="" type="checkbox"/> Incentive Fee
		<input checked="" type="checkbox"/> Other Fee

Search Clear

Billing

Contract Billing Information			Billing Financial Information			Personalize			First	1 of 1	Last
Business Unit	Contract	Bill Plan ID	Plan Description	Status	Hold	Hold Date	Billing Business Unit	Customer	Project	History	
50100	0000001721	B101	As Incurred - Rate Based	Ready	<input checked="" type="checkbox"/>	05/16/2016	50100	0000003005	0000108147	History	

Save Notify



Screenshot of the Billing Plan Page - As Incurred Contract Page

Favorites ▾	Main Menu ▾	> Customer Contracts ▾	> Review Billing ▾	> As Incurred	> Define Billing Plan																																																																																				
<table border="1"><tr><td>Billing Plan General</td><td>Events</td><td>History</td><td colspan="3"></td></tr><tr><td colspan="3">Contract 0000001721 Sold To Customer 0000003005 Billing Plan < B101 ></td><td>BI Unit 50100 Bill To 0000003005 As Incurred - Rate Based</td><td colspan="2">COUNTY OF TAZEWELL COUNTY OF TAZEWELL Currency USD</td></tr><tr><td colspan="3">Description As Incurred - Rate Based Billing Method As Incurred</td><td>Billing Status Ready</td><td colspan="2">Actions <input checked="" type="checkbox"/> Hold 05/16/2016</td></tr><tr><td colspan="6"><table border="1"><tr><td colspan="3">Customer Information</td><td colspan="3">Hold Details</td></tr><tr><td colspan="3">BI Unit 50100 Bill To Customer 0000003005 Addr Num 1 Bill To Contact</td><td colspan="3">Put On Hold Date 05/16/2016</td></tr><tr><td colspan="6">Billing Options</td></tr><tr><td colspan="3">Bill Type CCT Bill Source PROJE Summarization Template ID VDOT_OTHER</td><td colspan="3"><input checked="" type="checkbox"/> Pre Approved <input type="checkbox"/> Direct Invoice</td></tr><tr><td colspan="3">Purchase Order</td><td colspan="3">VDOT Other</td></tr><tr><td>Billing Header Note</td><td>Internal Notes</td><td colspan="4">Preview Summarization Template</td></tr><tr><td colspan="6">Billing Default Overrides</td></tr><tr><td colspan="6">Invoice Form LANDSCAPE Cycle ID MONTHLY Bill By ID PC_OTHER Payment Method</td></tr><tr><td colspan="6">View Customer Defaults Non-Federal Project</td></tr><tr><td colspan="6">Payment Terms Billing Inquiry Billing Specialist</td></tr></table></td></tr></table>						Billing Plan General	Events	History				Contract 0000001721 Sold To Customer 0000003005 Billing Plan < B101 >			BI Unit 50100 Bill To 0000003005 As Incurred - Rate Based	COUNTY OF TAZEWELL COUNTY OF TAZEWELL Currency USD		Description As Incurred - Rate Based Billing Method As Incurred			Billing Status Ready	Actions <input checked="" type="checkbox"/> Hold 05/16/2016		<table border="1"><tr><td colspan="3">Customer Information</td><td colspan="3">Hold Details</td></tr><tr><td colspan="3">BI Unit 50100 Bill To Customer 0000003005 Addr Num 1 Bill To Contact</td><td colspan="3">Put On Hold Date 05/16/2016</td></tr><tr><td colspan="6">Billing Options</td></tr><tr><td colspan="3">Bill Type CCT Bill Source PROJE Summarization Template ID VDOT_OTHER</td><td colspan="3"><input checked="" type="checkbox"/> Pre Approved <input type="checkbox"/> Direct Invoice</td></tr><tr><td colspan="3">Purchase Order</td><td colspan="3">VDOT Other</td></tr><tr><td>Billing Header Note</td><td>Internal Notes</td><td colspan="4">Preview Summarization Template</td></tr><tr><td colspan="6">Billing Default Overrides</td></tr><tr><td colspan="6">Invoice Form LANDSCAPE Cycle ID MONTHLY Bill By ID PC_OTHER Payment Method</td></tr><tr><td colspan="6">View Customer Defaults Non-Federal Project</td></tr><tr><td colspan="6">Payment Terms Billing Inquiry Billing Specialist</td></tr></table>						Customer Information			Hold Details			BI Unit 50100 Bill To Customer 0000003005 Addr Num 1 Bill To Contact			Put On Hold Date 05/16/2016			Billing Options						Bill Type CCT Bill Source PROJE Summarization Template ID VDOT_OTHER			<input checked="" type="checkbox"/> Pre Approved <input type="checkbox"/> Direct Invoice			Purchase Order			VDOT Other			Billing Header Note	Internal Notes	Preview Summarization Template				Billing Default Overrides						Invoice Form LANDSCAPE Cycle ID MONTHLY Bill By ID PC_OTHER Payment Method						View Customer Defaults Non-Federal Project						Payment Terms Billing Inquiry Billing Specialist					
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Customer Information			Hold Details																																																																																						
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<table border="1"><tr><td><input type="button"/> Save</td><td><input type="button"/> Return to Search</td><td><input type="button"/> Notify</td></tr></table>						<input type="button"/> Save	<input type="button"/> Return to Search	<input type="button"/> Notify																																																																																	
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Billing Plan General Events History																																																																																									



Review Billing – Events Inquiry

REVISED: 02/28/2017

DESCRIPTION:

This inquiry is used to review event-based billing plans, update event statuses, and initiate reversals.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Billing > Events

INPUT / SEARCH CRITERIA:

Business Unit
Billing Plan ID
Billing Business Unit
Contract
Contract Classification
Billing Plan Status
Hold [checkbox]
Bill To Customer
Method [various checkboxes]
Fee Type [various checkboxes]

OUTPUT FORMAT:

Online

Screenshot of the Review Billing - Events - Search Page

The screenshot shows the 'Review Billing - Events' search page. At the top, there's a navigation bar with links to Favorites, Main Menu, Customer Contracts, Review Billing, and Events. Below the navigation is a search criteria section titled 'Search Criteria'. It includes fields for Business Unit (50100), Contract (0000001425), Contract Classification, Billing Plan Status (set to 'In Progress'), Method (checkboxes for Milestone, Percent Complete, Value Based, As Incurred, None, Fixed Fee, Award Fee, Incentive Fee, Other Fee), and Bill To Customer. There are 'Search' and 'Clear' buttons. The main area is titled 'Events' and contains two tabs: 'Contract Billing Information' and 'Billing Financial Information'. The 'Contract Billing Information' tab is selected, displaying a grid of 11 rows of data. Each row includes columns for Business Unit (50100), Contract (0000001425), Billing Plan (B101), Plan Description (Amount Based - Milestone), Billing Method (Milestone), Plan Status (In Progress), Event (1 through 11), Event Status (Completed or Pending), Hold (checkbox), Hold Date, Billing Business Unit (50100), and Bill To Customer (0000133944). At the bottom left is an 'Update Events' section with checkboxes for Pending, Ready, Reverse Initiated, and a 'Select All' checkbox. A 'Clear All' button is also present. At the bottom right are buttons for Personalize, Find, View All, First, Last, and a page number indicator (1-11 of 11).



Review Billing – Plans/History Inquiry

REVISED: 03/02/2020

DESCRIPTION:

This inquiry is used to review billing information, events, and history for processing or reversal.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Billing > Plans

INPUT / SEARCH CRITERIA:

Business Unit
Billing Plan ID
Billing Business Unit
Contract
Contract Classification
Billing Plan Status, Hold [checkbox]
Bill To Customer
Method [various checkboxes]
Fee Type [various checkboxes]

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

History information is also located on the **Plans** page. Either click on the **History** link located on the **Review Billing – Plans** search results page or click on the **History** tab on the **Billing Plans** page to view the history for the selected contract.

Screenshot of the Review Billing - Plans - Search Page

The screenshot shows the 'Review Billing - Plans' search page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Customer Contracts', 'Review Billing', and 'Plans'. Below the navigation is a search criteria section titled 'Search Criteria' with fields for Business Unit (50100), Contract (0000001425), Method (checkboxes for Milestone, Percent Complete, Value Based, As Incurred, Recurring, Immediate), Fee Type (checkboxes for None, Fixed Fee, Award Fee, Incentive Fee, Other Fee), and other filters like Contract Classification, Billing Plan Status (Hold checked), and Bill To Customer. There are 'Search' and 'Clear' buttons. Below the search criteria is a results grid titled '&Billing' with tabs for 'Contract Billing Information' and 'Billing Financial Information'. The grid columns include Business Unit, Contract, Bill Plan ID, Plan Description, Billing Method, Status, Hold, Hold Date, Billing Business Unit, Customer, Detail, and History. A single row is shown with values: Business Unit 50100, Contract 0000001425, Bill Plan ID B101, Plan Description Amount Based - Milestone, Billing Method Milestone, Status In Progress, Hold (checkbox checked), Hold Date (empty), Billing Business Unit 50100, Customer 0000133944, Detail, and History (which is highlighted with a red box). At the bottom left of the grid, there are 'Select All' and 'Clear All' checkboxes. Below the grid is an 'Update Plans' section with radio buttons for Pending, Ready, and Reversal In Progress, and a 'Update Plan Status' button. At the very bottom is a link 'Review Revenue - Plans'.



Screenshot of the Billing Plan Page – Billing Plan General Tab

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Billing ▾ > Plans > Define Billing Plan

Billing Plan General Events History

Contract 0000001425 Sold To Customer 0000133944 Billing Plan B101	BI Unit 50100 METROPOLITAN WASHINGTON AIRPORT AUTH Amount Based - Milestone	Bill To 0000133944 METROPOLITAN WASHINGTON AIRPORT AUTH Currency USD
Description Amount Based - Milestone Billing Method Milestone		Billing Status In Progress Actions <input type="checkbox"/> Cancel <input type="checkbox"/> Hold
Customer Information BI Unit 50100 Bill To Customer 0000133944 Addr Num 1 Bill To Contact		Amount Detail Billing Amount 10,275,698.36 Total Amount 10,275,698.36 Total Billing History 10,275,698.36 Events Billed To Date 10,275,698.36
Billing Options Bill Type OTH Bill Source PROJE Summarization Template ID VDOT_OTHER Billing Header Note Internal Notes Preview Summarization Template		
Billing Default Overrides Invoice Form LANDSCAPE Cycle ID MONTHLY Bill By ID PC_OTHER Payment Method Payment Terms Billing Inquiry Billing Specialist View Customer Defaults Non-Federal Project		
Return to Billing Plan Management <input type="button"/> Save <input type="button"/> Return to Search <input type="button"/> Notify Billing Plan General Events History		



Screenshot of the Billing Plan Page – Events Tab

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Billing ▾ > Plans > Define Billing Plan

Billing Plan General | **Events** | History

Contract 0000001425 BI Unit 50100
Sold To Customer 0000133944 METROPOLITAN WASHINGTON AIRPORT Bill To 0000133944 METROPOLITAN WASHINGTON AIRPORT
AUTH AUTH
Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Define Events

Percent
 Amount

Add Milestone
Amendment Event Detail

Amount Detail

Total Amount	10,275,698.36
Remaining Amount	0.00

Event Detail

Event	Actions	Event Type	Event Status	Event Date	Event Note	Amount	Amendment Amt
1	Actions	Date	Completed	01/17/2012	Event Note	1,535,427.00	-0.10
2	Actions	Date	Completed	02/17/2012	Event Note	1,300,749.00	-0.08
3	Actions	Date	Completed	03/17/2012	Event Note	695,864.00	-0.06
4	Actions	Date	Completed	04/17/2012	Event Note	3,286,341.00	-0.20
5	Actions	Date	Completed	05/17/2012	Event Note	1,107,070.00	-0.07
6	Actions	Date	Completed	06/17/2012	Event Note	1,115,096.00	-0.07
7	Actions	Date	Completed	07/17/2012	Event Note	906,868.00	-0.06
8	Actions	Date	Completed	08/17/2012	Event Note	125,210.50	-0.01
9	Actions	Date	Completed	08/24/2012	Event Note	80.50	
10	Actions	Date	Completed	09/07/2012	Event Note	3,013.00	0.01
11	Actions	Date	Pending	09/07/2012	Event Note	0.00	

Personalize | Find | First 1-11 of 11 Last

Return to Billing Plan Management

Save Return to Search Notify



Screenshot of the Billing Plan Page – History Tab

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Billing ▾ > Plans > Define Billing Plan

Billing Plan General Events **History**

Contract 0000001425 BI Unit 50100
Sold To Customer 0000133944 METROPOLITAN WASHINGTON AIRPORT Bill To 0000133944 METROPOLITAN WASHINGTON
AUTH AIRPORT AUTH

Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Amount Details

Negotiated Amount	10,275,698.36
Total Net Extended Amount	10,275,698.36

Contract Billing History

Source Billing Contracts Projects

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended		
1	Finalized	BBI		03/05/2012 6:34:35PM	BIPCC000	1,535,427.00	1,535,427.00	USD	1,535,427.00	1,535,427.00		
2	Finalized	BBI		03/07/2012 6:30:58PM	BIPCC000	1,300,749.00	1,300,749.00	USD	1,300,749.00	1,300,749.00		
3	Finalized	BBI		03/21/2012 6:31:14PM	BIPCC000	895,854.00	895,854.00	USD	895,854.00	895,854.00		
4	Finalized	BBI		04/20/2012 6:31:15PM	BIPCC000	3,286,341.00	3,286,341.00	USD	3,286,341.00	3,286,341.00		
5	Finalized	BBI		05/18/2012 6:31:18PM	BIPCC000	1,107,070.00	1,107,070.00	USD	1,107,070.00	1,107,070.00		

Personalize | Find | First 1-19 of 19 Last



Review Contract Information – Amendments Inquiry

REVISED: 03/02/2020

DESCRIPTION:

This inquiry is used to review details of a contract amendment.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Contract Information > Amendments

INPUT / SEARCH CRITERIA:

Business Unit
Contract
Sold To Customer Name
Amendment Type
Process amendment on
From Date
To Date
Contract Administrator

OUTPUT FORMAT:

Online

Screenshot of the Review Contract Information - Amendments - Search Page

The screenshot shows a search interface for contract amendments. At the top, there's a navigation bar with links: Favorites, Main Menu, Customer Contracts, Review Contract Information, and Amendments. Below the navigation is a section titled 'Amendments' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The main area is titled 'Search Criteria' and contains eight search fields for various parameters: Business Unit (set to 50100), Contract (set to 0251022), Sold To Customer Name (operator 'begins with'), Amendment Type (operator 'begins with'), Process amendment on (operator '='), From Date (operator '>='), To Date (operator '<='), and Contract Administrator (operator 'begins with'). Each field has a clear button and a magnifying glass icon. Below these fields are two checkboxes: 'Case Sensitive' (unchecked) and 'Limit the number of results to (up to 300)' with a text input field containing '300'. At the bottom are four buttons: 'Search' (highlighted in orange), 'Clear', 'Basic Search', and 'Save Search Criteria'.



Screenshot of the Review Contract Information - Amendment Details Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Contract Information ▾ > Amendments

Inquire Contract Amendments

Amendment Details

Contract 0251022 TEA0251022
Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Information

Amendment Number 0000000001	Business Unit VA Dept of Transportation
-----------------------------	---

Amendment

Amendment Reason Decrease Trans Limit	Amendment Status Complete
Reference ID	

Amendment Date

Ready Date 12/27/2011	Entered On 12/27/2011 6:16PM
Amend Completion Date 12/27/2011 6:17PM	User Preparing Chg. Pkg. LINDA.MI

Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Amount	69000	23630	Update Record
2	Amount	160000	63137	Update Record

Return to Search Notify Refresh



Review Contract Information – Notes Inquiry

REVISED: 02/27/2017

DESCRIPTION:

This inquiry is used to review general contract internal notes.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Contract Information > Notes

INPUT / SEARCH CRITERIA:

Contract
Contract Component
Customer Name
User ID
Business Unit
Contract Administrator

OUTPUT FORMAT:

Online

Screenshot of the Review Contract Information - Notes - Search Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Contract Information ▾ > Notes

Notes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Case Sensitive
Limit the number of results to (up to 300):

Search Results

Contract	Contract Component	Notes	Sequence Num	Customer Name	Note Type	Date Time Added	User ID	Business Unit	Contract Administrator
025102	Amendments	7		FEDERAL HIGHWAY ADMINISTRATION	(blank)	12/27/2011 6:18PM		50100	(blank)
025102 Cntr Line		2		FEDERAL HIGHWAY ADMINISTRATION	(blank)	(blank)	(blank)	50100	(blank)
025102 Cntr Line		3		FEDERAL HIGHWAY ADMINISTRATION	(blank)	(blank)	(blank)	50100	(blank)
025102 Cntr Line		4		FEDERAL HIGHWAY ADMINISTRATION	(blank)	(blank)	(blank)	50100	(blank)
025102 Cntr Line		5		FEDERAL HIGHWAY ADMINISTRATION	(blank)	(blank)	(blank)	50100	(blank)
025102 Cntr Line		6		FEDERAL HIGHWAY ADMINISTRATION	(blank)	(blank)	(blank)	50100	(blank)



Screenshot of the Review Contract Information - Contract Notes Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Contract Information ▾ > Notes

Contract Notes

Contract 0251022 TEA0251022
Sold To Customer FEDERAL HIGHWAY Inquire Contracts
ADMINISTRATION

Note Text

Transaction limits decreased based on modified agreement dated 12/21/2011.

Additional Note Information

Classification Custom

Note Type

Contract Component Amendments

Entered By [REDACTED]

Date Time Added 12/27/2011 6:18PM

[Add New Note](#)

[Return to Search](#) [Notify](#)



Review Contract Information – Projects/Activities Inquiry

REVISED: 03/02/2020

DESCRIPTION:

This inquiry is used to review projects and activities related to a contract. The inquiry page has four sections: (1) Contract Information, (2) Project Information, (3) Linked Activities, and (4) Non-Linked Activities.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Contract Information > Projects/Activities

INPUT / SEARCH CRITERIA:

Business Unit
Contract
Customer Name
Contract Line Num
Contract Type
PC Business Unit
Project
Project Type
Contract Administrator

OUTPUT FORMAT:

Online

Screenshot of the Review Contract Information - Projects/Activities - Search Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Contract Information ▾ > Projects/Activities

Projects/Activities
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit = 50100
Contract begins with
Customer Name begins with
Contract Line Num =
Contract Type begins with
PC Business Unit = 50100
Project begins with
Project Type begins with
Contract Administrator begins with

Case Sensitive
Limit the number of results to (up to 300):

Search Results
300 of 14657 results are displayed.

View All

Business Unit	Contract	Customer Name	Contract Type	PC Business Unit	Project	Descr	Project Status	Project Type	Description	Contract Administrator
50100	0000000001	WISE COUNTY	R	50100	0000035956 02031146		O	CONST	9999097T95, PE101	(blank)
50100	0000000002	COUNTY BUCHANAN	O	50100	0000073753 Repair slide at Council Park		O	CONST	1030013T55,N501	(blank)
50100	0000000003	COUNTY BUCHANAN	R	50100	000018130 02091283		O	CONST	0631013T07	(blank)
50100	0000000004	COUNTY DICKENSON	R	50100	0000035244 02031170		O	CONST	9999025T86	(blank)
50100	0000000005	COUNTY OF TAIZEWELL	R	50100	0000035923 02031592		O	CONST	1202184T11	(blank)
50100	0000000008	COUNTY BUCHANAN	R	50100	0000010065 02031888		O	CONST	0651013T52	(blank)



Screenshot of the Review Contract Information - Project/Activities Page, Contract and Project Information

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Contract Information ▾ > Projects/Activities

Inquire Project/Activities
Project/Activities
COUNTY DICKENSON

Contract 0000000004
Contract Line 1

Contract Information

Business Unit VA Dept of Transportation
Contract Type Resolution
Contract Classification Standard
Product COALS_COALS_100
Product Group RTE_CONCCT
Price Type Rate
Fee Type None

Project

Description 9999025T66
Project 0000035244
PC Bus Unit VA Dept of Transportation
Project Status Open
Project Type CONSTRUCTION



Screenshot of the Review Contract Information - Project/Activities Page (scrolled down), Linked Activities

Linked Activities		
Activity	Description	Status
501	Engineering	Inactive
502	Inclement Weather	Inactive
503	Expendable Equipment	Inactive
505	Preliminary Engr-Environmental	Inactive
510	PrelmnryEngr-ScopeFieldReview	Inactive
511	Engineering	Inactive
512	Land	Inactive
513	Damages	Inactive
514	Buildings	Inactive
515	Fences	Inactive
516	Right-of-Way Markers	Inactive
517	PrelmnryEngr-Utility Adjustmnt	Inactive
521	Clearing and Grubbing	Inactive
522	Earthwork	Inactive
523	Borrow	Inactive



Screenshot of the Review Contract Information - Project/Activities Page (scrolled down), Non-Linked Activities

Non-Linked Activities		
Activity	Description	Status
68000	GARVEE Debt Svc	Inactive
9101	Preliminary Engineering Phase	Inactive
9102	Right of Way Phase	Inactive
9104	Construction Phase	Inactive
9111	PE Budget	Inactive
9112	RW Budget	Inactive
9161	PE Participating	Inactive
9162	RW Participating	Inactive
9164	CN Participating	Inactive
9171	PE Non Participating	Inactive
9172	RW Non Participating	Inactive
9173	IC Non Participating	Inactive
9320	Budget Activities	Active
9426	Inactive Participating	Inactive
9427	Inactive Non Participating	Inactive

[Return to Search](#) [Notify](#)



Review Contract Summary Inquiry

REVISED: 02/27/2017

DESCRIPTION:

This inquiry is used to review a contract summary.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Contract Summary

INPUT / SEARCH CRITERIA:

Business Unit
Contract
Description
Sold to Customer
Customer Name
Contract Status
Processing Status
Contract Type
Contract Classification
Region Code
Contract Administrator
Master Contract #

OUTPUT FORMAT:

Online

Screenshot of the Review Contract Summary - Search Page

The screenshot shows the 'Review Contract Summary' search page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Customer Contracts', and 'Review Contract Summary'. Below the navigation is a search bar with placeholder text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' and a 'Find an Existing Value' button. A 'Search Criteria' section contains dropdowns and input fields for various search parameters: Business Unit (50100), Contract (begins with 025106), Description (begins with), Sold To Customer (begins with), Customer Name (begins with), Contract Status (begins with), Processing Status (begins with), Contract Type (begins with), Contract Classification (begins with), Region Code (begins with), Contract Administrator (begins with), and Master Contract # (begins with). There's also a 'Case Sensitive' checkbox and a limit of 300 results. Below the search criteria is a 'Search Results' table with columns: Contract, Description, Sold To Customer, Customer Name, Contract Status, Processing Status, Contract Type, Contract Classification, Region Code, Contract Administrator, Master Contract #, Separate Fixed Bill and Rev, and Separate As Incur Bill and Rev. The table lists several contracts, mostly from the Federal Highway Administration, with various statuses like Active, Accepted, Closed, and Withdrawn.

Contract	Description	Sold To Customer	Customer Name	Contract Status	Processing Status	Contract Type	Contract Classification	Region Code	Contract Administrator	Master Contract #	Separate Fixed Bill and Rev	Separate As Incur Bill and Rev
0251000 **SEINTERNALNOTES**FH-0251060 0000055002	FEDERAL HIGHWAY ADMINISTRATION	ACTIVE	Active	F	Govermnt	(blank)	(blank)	(blank)	N	N		
0251062 TEA-0251062	0000055002	FEDERAL HIGHWAY ADMINISTRATION	FV ACCEPTED	Closed	F	Govermnt	(blank)	(blank)	N	N		
0251064 BR-0251064	0000055002	FEDERAL HIGHWAY ADMINISTRATION	FV ACCEPTED	Closed	F	Govermnt	(blank)	(blank)	N	N		
0251065 BR-0251065	0000055002	FEDERAL HIGHWAY ADMINISTRATION	FV ACCEPTED	Closed	F	Govermnt	(blank)	(blank)	N	N		
0251066 APD-0251066	0000055002	FEDERAL HIGHWAY ADMINISTRATION	WITHDRAWN	Active	F	Govermnt	(blank)	(blank)	N	N		
0251067 BR-0251067	0000055002	FEDERAL HIGHWAY ADMINISTRATION	FV ACCEPTED	Closed	F	Govermnt	(blank)	(blank)	N	N		
0251068 STP-0251068	0000055002	FEDERAL HIGHWAY ADMINISTRATION	FV ACCEPTED	Closed	F	Govermnt	(blank)	(blank)	N	N		
0251069 STP-0251069	0000055002	FEDERAL HIGHWAY ADMINISTRATION	ACTIVE	Active	F	Govermnt	(blank)	(blank)	N	N		



Screenshot of the Review Contract Summary Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Contract Summary

Review Contract Summary

Contract Number 0251062	Currency USD	Amendment Number 000000001
Contract Type F	Business Unit 50100	Contract Signed 12/31/2011
Contract Class Government	Region Code	Amendment Date 08/17/2016
Contract Status FV ACCEPTED	Customer FEDERAL HIGHWAY ADMINISTRATION	Proposal ID \$1,023,833.00

Summary

Total Billed	1,023,833.45	Total Revenue Recognized	1,023,833.45
Total Collected	0.00	Revenue Forecasted	0.00

Awarded Amounts

	Funded and Revenue Amounts		Funded	Revenue
Awarded Cost	0.00	Cost	0.00	0.00
Awarded Fee	0.00	Fee	0.00	0.00
Awarded T&M	0.00	T&M	0.00	0.00
Subtotal	0.00	Subtotal	0.00	0.00
Fixed Price (Less Inclusive Prepads)	0.00	Fixed Price (Less Inclusive Prepads)	0.00	0.00
Total	0.00	Total	0.00	0.00

Contract Lines

Line	Product	Status	Price Type	Fee Type	Awarded Amount	Revenue Limit	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	Federal Aid & Stimulus	Active	Rate	None	0.00	0.00	0.00	12/13/2011		Completed	Completed

Personalize | Find | First 1 of 1

Related Projects

PC Business Unit	Project	Description	Project Status
50100	0000082230	EN02-025-102, C502	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No



Review Revenue - As Incurred Inquiry

REVISED: 02/28/2017

DESCRIPTION:

This inquiry is used to review revenue plan with the as-incurred recognition method.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Revenue > As Incurred

INPUT / SEARCH CRITERIA:

GL Business Unit
PC Business Unit
Contract
Contract Classification
Revenue Plan
Fee Type [various checkboxes]

OUTPUT FORMAT:

Online

Screenshot of the Review Revenue - As Incurred - Search Page

The screenshot shows the 'Review Revenue - As Incurred' search page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Customer Contracts', 'Review Revenue', and 'As Incurred'. Below the navigation is a search criteria section titled 'Search Criteria' with fields for GL Business Unit (50100), PC Business Unit (50100), Contract (0000001426), Contract Classification, and Revenue Plan. A 'Fee Type' checkbox group is also present, with all checkboxes checked: 'None', 'Fixed Fee', 'Award Fee', 'Incentive Fee', and 'Other Fee'. Below the search criteria is a 'Detail' table with columns: Contract, Select, PC Business Unit, Project, Activity, Transaction ID, Accounting Date, Discount ID, Amount, and Currency. The table contains 16 rows of transaction data. At the bottom of the page are buttons for 'Redistribute', 'Notify', and 'Refresh'.

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
0000001426	<input type="checkbox"/>	50100	0000082839	731	65322919	02/06/2012		-232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	731	75920770	04/16/2012		232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	110772744	08/03/2012		-194,539.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	137125988	10/25/2012		43,000.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	144056017	11/01/2012		-255,266.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	177113538	01/30/2013		-237,929.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	203149143	05/02/2013		-314,852.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	216191748	06/30/2013		15,000.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	219343169	07/30/2013		-240,411.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	221489152	08/15/2013		-114,764.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	224569985	10/23/2013		-80,306.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	228891729	01/31/2014		-325,273.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	230388102	03/12/2014		-161,064.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	231763395	03/20/2014		-114,879.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	237276702	06/23/2014		-160,873.00	USD



Review Revenue - As Incurred Journal Accounting Lines Inquiry

REVISED: 02/28/2017

DESCRIPTION:

This inquiry is used to review rate-based contract line journal entry details.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Revenue > As Incurred Acctg Lines

INPUT / SEARCH CRITERIA:

GL Business Unit
Journal ID
Journal Date
GL Journal Line Number
Ledger
PC Business Unit
Project
Contract Number
Contract Line Num

OUTPUT FORMAT:

Online

Screenshot of the Review Revenue - As Incurred Acctg Lines - Search Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > As Incurred Acctg Lines

As Incurred Acctg Lines

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

GL Business Unit	=	50100	🔍
Journal ID	begins with		🔍
Journal Date	=		📅
GL Journal Line Number	=		🔍
Ledger	begins with	ACTUALS	🔍
PC Business Unit	begins with	50100	🔍
Project	begins with	0000005105	🔍
Contract Number	begins with		🔍
Contract Line Num	=		🔍

Limit the number of results to (up to 300): 300

Search **Clear** **Basic Search** **Save Search Criteria**

Search Results

View All									First	1-100 of 168	Last
GL Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	PC Business Unit	Project	Contract Number	Contract Line Num			
50100	CAREV23163	07/31/2013	101	ACTUALS	50100	0000005105	0828021		1		
50100	CAREV23163	07/31/2013	102	ACTUALS	50100	0000005105	0828021		1		
50100	CAREV23163	07/31/2013	103	ACTUALS	50100	0000005105	0828021		1		
50100	CAREV23163	07/31/2013	104	ACTUALS	50100	0000005105	0828021		1		



Screenshot of the As Incurred Journal Accounting Lines Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > As incurred Acctg Lines

As Incurred Journal Accounting Lines

Journal ID

Business Unit 50100		Journal CAREV23163		Date 07/31/2013		GL Journal						
Ledger ACTUALS		Line	101	Line Descr CA Revenue								
Chartfields Personalize Find View All First 1 of 1 Last												
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	A
112061	04010		18004			165				50100	0000005105	6

Base Currency USD Base Amount 280,665.71
Currency USD Transaction Amount 280,665.71
Statistics Code Statistic Amount

Line Details

Journal ID	Journal Date	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	A
CAREV23163	07/31/2013	112061	04010		18004			165						
CAREV23163	07/31/2013	112061	04010		18004			165						

Save Return to Search Notify



Review Revenue – Events Inquiry

REVISED: 02/28/2017

DESCRIPTION:

This inquiry is used to review event-based revenue plans, update event statuses, and initiate reversals.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Revenue > Events

INPUT / SEARCH CRITERIA:

Business Unit
Revenue Plan
GL Business Unit
PC Business Unit
Contract
Contract Classification
Plan Status
Hold [checkbox]
Sold To Customer
Method [various checkboxes]
Fee Type [various checkboxes]

OUTPUT FORMAT:

Online

Screenshot of the Review Revenue - Events - Search Page

The screenshot shows the 'Review Revenue - Events' search page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Customer Contracts', 'Review Revenue', and 'Events'. Below the navigation is a search criteria section titled 'Search Criteria' with fields for Business Unit (50100), Contract (0000001425), Method (Milestone, Percent Complete, Apportionment, As Incurred selected), Fee Type (None, Fixed Fee, Award Fee, Incentive Fee, Other Fee selected), and other filters like Revenue Plan, GL Business Unit, PC Business Unit, Contract Classification, Plan Status, Hold, Sold To Customer, and Method. There are 'Search' and 'Clear' buttons. Below the search criteria is a table titled 'Events' with columns for Business Unit, Customer, Contract, Revenue Plan, Plan Description, Plan status, Method, Event, Event status, Hold, Hold Date, GL Unit, Amount, Currency, and Fee Type. The table lists 12 rows of data. At the bottom left is an 'Update Events' section with radio buttons for Pending, Ready, or Reversal Initiated, an Accounting Date field (01/16/2020), and an 'Update Event Status' button. Navigation buttons at the bottom right include 'Personalize', 'Find', 'View All', 'First', 'Last', and '1-12 of 12'.



Review Revenue - Fixed Amount Accounting Lines Inquiry

REVISED: 01/15/2020

DESCRIPTION:

This inquiry is used to review fixed-fee contract line journal entry details.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Revenue > Fixed Amount Accounting Lines

INPUT / SEARCH CRITERIA:

Business Unit
Journal ID
Journal Date
GL Journal Line Number
Ledger
Contracts Business Unit
Contract
Contract Line Num

OUTPUT FORMAT:

Online

Screenshot of the Review Revenue - Fixed Amount Accounting Lines - Search Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > Fixed Amount Accounting Lines

Fixed Amount Acctg Lines

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit	=	50100	<input type="button" value="🔍"/>
Journal ID	begins with		<input type="button" value="🔍"/>
Journal Date	=		<input type="button" value="📅"/>
GL Journal Line Number	=		
Ledger	begins with	ACTUALS	<input type="button" value="🔍"/>
Contracts Business Unit	begins with	50100	<input type="button" value="🔍"/>
Contract	begins with		<input type="button" value="🔍"/>
Contract Line Num	=		

Case Sensitive

Limit the number of results to (up to 300):

Search Results

300 of 1947 results are displayed.

View All									First	1-100 of 300	Last
Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	Contracts Business Unit	Contract	Contract Line Num				
50100	CA00003165	03/26/2012	1	ACTUALS	50100			0000001423 3			
50100	CA00003165	03/26/2012	2	ACTUALS	50100			0000001423 3			
50100	CA00005505	05/21/2012	1	ACTUALS	50100			0000001450 1			



Screenshot of the Fixed Amount Accounting Lines Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > Fixed Amount Accounting Lines

Fixed Amount Accounting Lines

Journal ID

Business Unit 50100		Journal CA00003165		Date 03/26/2012		GL Journal						
Ledger ACTUALS		Line	1	Line Descr CA Deferred								
Chartfields												
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	A
112062	04720		15000									0000052058

Base Currency USD Base Amount 5,080,950.00
Currency USD Transaction Amount 5,080,950.00
Statistics Code Statistic Amount

Contract Details

Business Unit	Contract	Contract Line Num	Amount	Base Currency	Amount	Foreign Currency Code	Account	Fund	Prog
50100	[0000001423]	3	5080950.00 USD	5080950.00 USD			112062	04720	



Review Revenue – History Inquiry

REVISED: 03/01/2017

DESCRIPTION:

This inquiry is used to review a history of revenue recognized and adjusted by revenue plan.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Revenue > History

INPUT / SEARCH CRITERIA:

Business Unit
Contract
Revenue Plan
Revenue Plan Status
Contract Administrator

OUTPUT FORMAT:

Online

Screenshot of the Review Revenue - History - Search Page

The screenshot shows a web-based search interface for reviewing historical revenue. At the top, there's a navigation bar with 'Favorites' and 'Main Menu' dropdowns, followed by a breadcrumb trail: 'Customer Contracts > Review Revenue > History'. Below this is a section titled 'History' with a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. A 'Search Criteria' section contains six input fields with dropdown menus for selecting operators (e.g., '=', 'begins with') and search terms (e.g., '50100', '0000001425', 'R101'). There's also a checkbox for 'Case Sensitive' and a field to 'Limit the number of results to (up to 300)' with a value of '300'. At the bottom of the search criteria area are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The 'Search Results' section at the bottom displays a table with one row of data: Business Unit '50100', Contract '0000001425', Revenue Plan 'R101', Revenue Plan Status 'In Prog.', and Contract Administrator '(blank)'. Navigation controls like 'First', 'Last', and page number '1 of 1' are also visible.

Business Unit	Contract	Revenue Plan	Revenue Plan Status	Contract Administrator
50100	0000001425	R101	In Prog.	(blank)



Screenshot of the Fixed Fee Revenue History Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > History

Fixed Amount Revenue History

Contract 0000001425 Business Unit 50100 Currency USD
Sold To Customer 0000133944 METROPOLITAN WASHINGTON AIRPORT GL Business Unit 50100
Revenue Plan AUTH GL Currency USD

Revenue Plan History

Contract Line Num	Event Number	Amount
1	1	1,535,426.90

Revenue

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIP8
1	50100		-1,535,427.00	-1,535,427.00	4004001	04720		19000			
1	50100		0.10	0.10	4004001	04720		19000			

Contract Liability

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIP8

Contract Asset

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIP8
1	50100		1,535,427.00	1,535,427.00	112064	04720		19000			
1	50100		-0.10	-0.10	112064	04720		19000			



Review Revenue – Plans Inquiry

REVISED: 02/28/2017

DESCRIPTION:

This inquiry is used to review revenue information, events, and history for processing or reversal.

NAVIGATION PATH:

Main Menu > Customer Contracts > Review Revenue > Plans

INPUT / SEARCH CRITERIA:

Business Unit
Revenue Plan
GL Business Unit
PC Business Unit
Contract
Contract Classification
Plan Status, Hold [checkbox]
Sold To Customer
Method [various checkboxes]
Fee Type [various checkboxes]

OUTPUT FORMAT:

Online

Screenshot of the Review Revenue - Plans - Search Page

The screenshot shows the 'Review Revenue - Plans' search page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Customer Contracts', 'Review Revenue', and 'Plans'. Below the navigation is a 'Search Criteria' section with fields for Business Unit (50100), Contract (0000001425), Method (Milestone selected), and Fee Type (None selected). There are also fields for Revenue Plan, GL Business Unit, PC Business Unit, Contract Classification, Plan Status (Hold checked), Sold To Customer, and Method checkboxes (Percent Complete, Apportionment, As Incurred selected). Below the search criteria is a 'Plans' table with columns: General, Additional Info, Plan, Plan Description, Status, Revenue Method, Revenue Amount, Amt Recog, and Processed On. One row is shown with values: Business Unit 50100, Customer 0000133944, Contract 0000001425, Plan R101, Plan Description 'Amount Based - Milestone', Status 'In Progress', Revenue Method 'Milestone', Revenue Amount 10,275,698.36, Amt Recog 10275698.36, and Processed On 09/26/2012. At the bottom left is an 'Update Plans' panel with radio buttons for Pending, Ready, Reversal in Progress, and an Accounting Date field set to 01/16/2020. At the very bottom is a 'Review Billing - Plans' link.



Screenshot of the Revenue Plan Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > Plans > Define Revenue Plan

Revenue Plan

Contract 0000001425 Business Unit 50100 Currency USD
Sold To Customer 0000133944 METROPOLITAN WASHINGTON AIRPORT GL Business Unit 50100
AUTH

Revenue Plan < R101 > GL Currency USD

Description	Amount Based - Milestone	Plan Status	In Progress	Actions
Recognition Method	Milestone	<input type="checkbox"/> Hold		
Define Events By		Amount Detail		
<input type="radio"/> Percent		Total Amount	10,275,696.36	
<input checked="" type="radio"/> Amount		Remaining Amount	0.00	
Internal Notes	Preview Revenue			
Add Milestone	Amendment Event Detail			

Event Detail				Personalize Find View All First 1-12 of 12 Last		
Event	Event Type	Event Status	Accounting Date		Amount	Amendment Amt
1	Date	Completed	01/17/2012	Event Note	1,535,427.00	-0.10
2	Date	Completed	02/17/2012	Event Note	1,300,749.00	-0.08
3	Date	Completed	03/17/2012	Event Note	345,144.00	-0.02
4	Date	Completed	04/17/2012	Event Note	3,286,341.00	-0.20
5	Date	Completed	05/17/2012	Event Note	1,107,070.00	-0.07
6	Date	Completed	06/17/2012	Event Note	1,115,096.00	-0.07
7	Date	Completed	07/17/2012	Event Note	905,856.00	-0.06
8	Date	Completed	08/17/2012	Event Note	125,210.50	-0.01
9	Date	Completed	08/24/2012	Event Note	80.50	
10	Date	Completed	09/07/2012	Event Note	3,013.00	
11	Date	Pending	03/17/2012	Event Note	0.00	
12	Date	Completed	03/18/2012	Event Note	549,710.00	-0.03

Return to Plans

Save Return to Search Notify



Transactions In Progress Inquiry

REVISED: 03/01/2017

DESCRIPTION:

This inquiry is used to view transactions coming from other modules that are in progress, e.g., a GL journal that is posted but has not been distributed in Project Costing.

NAVIGATION PATH:

Main Menu > Project Costing > Interactive Reports > Transactions In Progress

INPUT / SEARCH CRITERIA:

Transactions In Progress (select the type of transaction)

Days Inactive Range

Business Unit

Project

Activity

Project Type

Analysis Group

Project Status

Source Type

Category

Subcategory

My Projects [checkbox]

Employee ID

Manager Name

Date Options (All, Accounting Date, Transaction)

Date, From Date, Through Date)

Journal Header Status

OUTPUT FORMAT:

Online

ADDITIONAL INFORMATION:

This inquiry consists of a two-step search. Select the **Transactions In Progress** type and then enter additional search criteria on the **Transactions In Progress** page.

Screenshot of the Transactions In Progress - Initial Search Page

The screenshot shows a web-based search interface for 'Transactions In Progress'. At the top, there's a navigation bar with links: Favorites, Main Menu, Project Costing, Interactive Reports, and Transactions In Progress. Below the navigation is a section titled 'Transactions In Progress' with the sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons at the top of this section: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' button is also present. The main search area contains a dropdown menu set to 'begins with' with the value 'GLTOPC', a 'Case Sensitive' checkbox (unchecked), and a limit of '300' results. At the bottom of the search area are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.



Screenshot of the Transactions In Progress - Search Page



Favorites ▾ Main Menu ▾ > Project Costing ▾ > Interactive Reports ▾ > Transactions In Progress

Transactions In Progress

User ID Name [REDACTED]

Transactions in Progress Posted Journals not transmitted to Projects

Selection Parameters

Days Inactive Range All

Specify at least one of the following criteria Business Unit, My Projects, or Project Manager before pressing, "Search".

Project Cost Specific

Business Unit 50100	Project Status
Project 0000077359	Source Type
Activity	Category
Project Type	Subcategory
Analysis Group	

Employee Specific

My Projects

Employee ID	Manager Name
-------------	--------------

Date Options

All From Date [REDACTED]
 Accounting Date Through Date [REDACTED]
 Transaction Date

Feeder System Options

Journal Header Status
No Status - Needs to be Edited

Search **Reset**

Transactions Personalize | Find | View All | First 1-20 of 20 Last

Source Information	Details	General Ledger Specifics	[grid icon]		
System Source	Project Business Unit	Project	Activity	Source Amount	Currency Code
PB/GL Journal Entry Page	50100	0000106010	66215	500,000.00 USD	
PB/GL Journal Entry Page	50100	0000106010	66215	500,000.00 USD	
PB/GL Copy Journal	50100	0000109589	618	1,676.54 USD	
PB/GL Copy Journal	50100	0000109589	618	1,252.04 USD	
PB/GL Copy Journal	50100	0000109589	618	598.73 USD	
PB/GL Copy Journal	50100	0000109589	618	104.40 USD	
PB/GL Copy Journal	50100	0000109589	618	7,809.30 USD	
PB/GL Copy Journal	50100	0000109589	618	3,409.70 USD	
PB/GL Copy Journal	50100	0000109589	618	57.32 USD	
PB/GL Copy Journal	50100	0000109589	618	27.41 USD	
PB/GL Copy Journal	50100	0000109589	618	4.78 USD	
PB/GL Copy Journal	50100	0000109589	618	82.49 USD	
PB/GL Copy Journal	50100	0000109589	618	362.10 USD	
PB/GL Copy Journal	50100	0000109589	618	156.10 USD	
PB/GL Spreadsheet Journal	50100	0000084836	802	-3,270.35 USD	

Totals

Distributed to GL Amount	Total CR Amount	3,841.74
Not Distributed to GL Amount:	Total DR Amount	1,019,482.65
Total Amount	Currency Code	USD

Buttons: Save, Notify, Add, Update/Display



Vouchers by Activity Inquiry

REVISED: 03/02/2017

DESCRIPTION:

This inquiry is used to review project cost transactions related to vouchers.

NAVIGATION PATH:

Main Menu > Project Costing > Review Costs > Accumulated Costs > Vouchers by Activity

INPUT / SEARCH CRITERIA:

Business Unit
Project
Activity
WBS ID
Project Description
Activity Description
Activity Type
Status as of Effective Date
Activity Owner
New Milestone

OUTPUT FORMAT:

Online

Screenshot of the Vouchers by Activity - Search Page

Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Status as of Effective Date	Activity Owner	New Milestone
50100	0000095952	3	1.1.1	602	0029-071-881,P101,R201,C501	PE/Constr - Constr on PE Job	9101	Inactive	(blank)	(blank)
50100	0000095952	4	1.1.2	606	0029-071-881,P101,R201,C501	Advanced R/W Prior to Acq.	9101	Inactive	(blank)	(blank)
50100	0000095952	5	1.1.3	607	0029-071-881,P101,R201,C501	R/W Stakeout for Cond. and App	9101	Inactive	(blank)	(blank)
50100	0000095952	6	1.1.4	608	0029-071-881,P101,R201,C501	Const. Stakeout Prior to Award	9101	Inactive	(blank)	(blank)
50100	0000095952	7	1.1.5	609	0029-071-881,P101,R201,C501	P.E. Educational Courses	9101	Inactive	(blank)	(blank)



Screenshot of the Vouchers by Activity Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Vouchers by Activity

Vouchers by Activity

Project 0000095952 Description 0029-071-681,P101,R201,C501
Activity 602 Description

Vouchers							Personalize	Find	View All	Print	First	1-5 of 5	Last
Analysis Type	Voucher ID	Supplier ID	Currency	Unit of Measure	Quantity	Amount							
ACT	00331421	0000031637	USD	HUR		4,137.70							
ACT	00505544	0000025596	USD	HUR		1,107.63							
ACT	00517586	0000025596	USD	HUR		1,713.20							
ACT	00533777	0000025596	USD	HUR		225.67							
ACT	00578800	0000031637	USD	HUR		1,205.71							

[Return to Search](#) [Notify](#)

Screenshot of the Voucher Accounting Entries Page for the Selected Voucher

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Review Costs ▾ > Accumulated Costs ▾ > Vouchers by Activity > Accounting Entries

Voucher Accounting Entries

*Business Unit 50100 Voucher ID 00331421 Invoice Number EST58 368648
*Accounting Line View Option Standard Show Foreign Currency
Invoice Date 04/18/2014 *Sort By Posting Process

Supplier ID 0000031637 Supplier Name A Morton Thomas & Associates Inc

Accounting Information						Find	View All	First	1 of 2	Last				
Posting Process AP Accrual		GL Dist Status	Distributed	Posting Date 05/08/2014										
								Personalize	Find	View All	Print	First	1-10 of 10	Last
Main Information		Chartfields	Journal											
Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date									
Accounts Payable	-636.65 USD	ACTUALS	50100	05/07/2014										
ENGINEERING SERVICES, PROFESSIONAL	636.65 USD	ACTUALS	50100	05/07/2014										
Accounts Payable	-32,219.23 USD	ACTUALS	50100	05/07/2014										
ENGINEERING SERVICES, PROFESSIONAL	32,219.23 USD	ACTUALS	50100	05/07/2014										
Accounts Payable	-454.75 USD	ACTUALS	50100	05/07/2014										
ENGINEERING SERVICES, PROFESSIONAL	454.75 USD	ACTUALS	50100	05/07/2014										
Accounts Payable	-6,234.61 USD	ACTUALS	50100	05/07/2014										
ENGINEERING SERVICES, PROFESSIONAL	6,234.61 USD	ACTUALS	50100	05/07/2014										
Accounts Payable	-2,298.72 USD	ACTUALS	50100	05/07/2014										
ENGINEERING SERVICES, PROFESSIONAL	2,298.72 USD	ACTUALS	50100	05/07/2014										



Cardinal

Project Accounting Queries

<This page is intended to be blank>



Allowable Unallowable Accounts Query (V_PA_PROJ_EXPENDITURE_ACCTS)

REVISED: 01/15/2020

DESCRIPTION:

This query displays detail project expenditures at the journal level classified as either allowable or unallowable. The query can be used to track and monitor project expenditures classified as allowable and unallowable expenditures and to review project expenditures during the final voucher processing to close out a Federal project.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_EXPENDITURE_ACCTS

INPUT / SEARCH CRITERIA:

PC Business Unit
Project ID (% for All)
Activity Type (% for All)
From Accounting Date
To Accounting Date
Allowable / Unallowable (% for All)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Allowable Unallowable Accounts Query Page

V_PA_PROJ_EXPENDITURE_ACCTS - Allowable Unallowable Accounts																						
<input type="text"/> PC Business Unit [50100] <input type="button" value=""/>																						
<input type="text"/> Project ID (% for All) % <input type="button" value=""/>																						
<input type="text"/> Activity Type (% for All) % <input type="button" value=""/>																						
<input type="text"/> From Accounting Date 01/01/2019 <input type="button" value=""/>																						
<input type="text"/> To Accounting Date 06/30/2019 <input type="button" value=""/>																						
<input type="text"/> Allowable / Unallowable / % % <input type="button" value=""/>																						
<input type="button" value="View Results"/>																						
Download results in : Excel SpreadSheet CSV Text File XML File (15360 kb)																						
View All																						
Row	JournalID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activity	Analysis Type	Account	Account Description	Fund	Department	Program	FIPS	Agency Use 1	Task	Asset	Route	Contract	Amount	Allowable
1	ALC0000007	01/31/2019	01/31/2019		7	2019 50100	0000000260 678	ATE		5011110	Employer Retire Contrib-Def Ben	04720	11011	603024	191						88.71	Y
2	ALC0000009	01/31/2019	01/31/2019		7	2019 50100	0000000260 678	ATE		5011120	Salary Social Security&Medicare	04720	11011	603024	191						41.29	Y
3	ALC0000005	01/31/2019	01/31/2019		7	2019 50100	0000000260 678	ATE		5011140	Group Life Insurance	04720	11011	603024	191						7.36	Y
4	ALC0000006	01/31/2019	01/31/2019		7	2019 50100	0000000260 678	ATE		5011150	Employer Health Ins Premium	04720	11011	603024	191						136.13	Y
5		01/16/2019		0	0	50100	0000000260 678	PAY		5011230	Salaries, Classified	04720	11011	603024	191						92.98	Y
6		01/16/2019		0	0	50100	0000000260 678	PAY		5011230	Salaries, Classified	04720	11011	603024	191						61.99	Y
7		01/16/2019		0	0	50100	0000000260 678	PAY		5011230	Salaries, Classified	04720	11011	603024	191						309.95	Y
8		01/16/2019		0	0	50100	0000000260 678	PAY		5011230	Salaries, Classified	04720	11011	603024	191						30.99	Y
9		01/16/2019		0	0	50100	0000000260 678	PAY		5011230	Salaries, Classified	04720	11011	603024	191						61.99	Y
10	ALC0000004	01/31/2019	01/31/2019		7	2019 50100	0000000260 678	ATE		50112301	Salaries, Non-Productive Time	04720	11011	603024	191						19.19	Y
11	ALC0000003	01/31/2019	01/31/2019		7	2019 50100	0000000260 678	ATE		50112301	Salaries, Non-Productive Time	04720	11011	603024	191						83.69	Y
12	ALC0000002	01/31/2019	01/31/2019		7	2019 50100	0000000260 678	ATE		50112301	Salaries, Non-Productive Time	04720	11011	603024	191						59.53	Y
13	ALC0000001	01/31/2019	01/31/2019		7	2019 50100	0000000260 678	ATE		50112301	Salaries, Non-Productive Time	04720	11011	603024	191						61.70	Y
14	AP01242735	06/17/2019	06/14/2019		12	2019 50100	0000000260 753	ACT		5012430	Attorney Services	04720	11011	603024	191						357.00	Y
15	AP01184170	04/16/2019	04/16/2019		10	2019 50100	0000000260 753	ACT		5012430	Attorney Services	04720	11011	603024	191						273.00	Y



Bill History by Contract Query (V_PA_BILL_HIST_CONTRACT)

REVISED: 01/15/2020

DESCRIPTION:

This query displays the billing history for a contract and can be used to review and monitor the billing history for a contract.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_BILL_HIST_CONTRACT

INPUT / SEARCH CRITERIA:

Business Unit
Contract ID

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Bill History by Contract Query Page

V_PA_BILL_HIST_CONTRACT - Bill History by Contract												
Business Unit	50100	<input type="button" value=""/>	Contract ID	0000001499	<input type="button" value=""/>							
View Results												
Download results in :	Excel Spreadsheet CSV Text File XML File (3 kb)						First 1-12 of 12 Last					
View All												
Row	Business Unit	Contract ID	Project	Appropriation Code	Invoice	Invoice Date	Target Payment	LTD Billed Amount	Invoiced Amount	Payment Date		
1	50100	0000001499	0000081539	MG&SE	MGSE000438	05/01/2013		6842.17	439.37	05/21/2013		
2	50100	0000001499	0000081539	MG&SE	MGSE000526	06/28/2013		6842.17	470.11	07/19/2013		
3	50100	0000001499	0000081539	MG&SE	MGSE001844	10/03/2016		6842.17	1211.86	10/24/2016		
4	50100	0000001499	0000081539	MG&SE	MGSE001886	11/01/2016		6842.17	-164.21	04/25/2017		
5	50100	0000001499	0000081539	MG&SE	MGSE001949	01/03/2017		6842.17	202.13	02/08/2017		
6	50100	0000001499	0000081539	MG&SE	MGSE001992	02/01/2017		6842.17	1330.04	04/25/2017		
7	50100	0000001499	0000081539	MG&SE	MGSE002022	04/04/2017		6842.17	848.85	04/25/2017		
8	50100	0000001499	0000081539	MG&SE	MGSE002074	05/02/2017		6842.17	1655.52	07/18/2017		
9	50100	0000001499	0000081539	MG&SE	MGSE002085	06/02/2017		6842.17	140.12	07/18/2017		
10	50100	0000001499	0000081539	MG&SE	MGSE002738	03/04/2019		6842.17	245.65	03/19/2019		
11	50100	0000001499	0000081539	MG&SE	MGSE002766	04/02/2019		6842.17	245.65	04/16/2019		
12	50100	0000001499	0000081539	MG&SE	MGSE002781	05/02/2019		6842.17	217.08	05/28/2019		



Billing Adjustment Validation Query (V_PA_BILLING_ADJUSTMENTS)

REVISED: 01/15/2020

DESCRIPTION:

This query displays data that can be used to verify billing adjustments.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_BILLING_ADJUSTMENTS

INPUT / SEARCH CRITERIA:

User ID (% of all)
Invoice Status
Business Unit
Invoice (% for all)
Contract Type (% for all)
Bill Source (% for all)
Accounting Date From
Accounting Date To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Billing Adjustment Validation Query Page

V_PA_BILLING_ADJUSTMENTS - Billing Adjustment Validation

User ID (% for all) %	<input type="text"/> <input type="button" value="x"/> <input type="button" value="🔍"/>													
Invoice Status	<input type="button" value="Invoiced Bill"/> <input type="button" value="▼"/>													
Business Unit	<input type="text" value="50100"/> <input type="button" value="🔍"/>													
Invoice (% for all) %	<input type="text"/> <input type="button" value="🔍"/>													
Contract Type (% for all) %	<input type="text"/> <input type="button" value="🔍"/>													
Bill Source (% for all) %	<input type="text"/> <input type="button" value="🔍"/>													
Accounting Date From	<input type="text" value="11/01/2019"/> <input type="button" value="📅"/>													
Accounting Date To	<input type="text" value="11/15/2019"/> <input type="button" value="📅"/>													
<input type="button" value="View Results"/>														
Download results in : Excel SpreadSheet CSV Text File XML File (142 kb)														
View All														
Row	Business Unit	Invoice	Description	Invoice Line	Net Extended Amount	Contracts Business Unit	Contract #	Contract Type	Billing Plan ID	Contract Date	Accounting Date	Contract Line Num	PC Business Unit	Project
1	50100	EMS000244	EQUIPPROPMGST-Salem	1	33862.550					11/12/2019	0			
2	50100	FED002656	Billing Adjustment M3E1 @ 80%	1	-0.040	50100	5A01716 F	B101		11/01/2019	1	50100	0000107530	
3	50100	FED002656	Billing Adjustment M40E @ 80%	2	-0.010	50100	5A03728 F	B101		11/01/2019	1	50100	0000098828	
4	50100	FED002656	Billing Adjustment M400 @ 80%	3	-0.330	50100	5A03750 F	B101		11/01/2019	1	50100	0000100625	
5	50100	FED002656	Billing Adjustment L24E @ 80%	4	-0.020	50100	5A27200 F	B101		11/01/2019	1	50100	0000072706	



Screenshot of the Billing Adjustment Validation Query Page (scrolled right)

															First	1-100 of 198	Last
Activity	Source Type	Category	Subcategory	Revenue Sequence Number	PC Distribution Status	Account	Department	Asset	Task	Fund Code	FIPS	Cost Center	Program	Project	User ID		
				1 I		5014110	10182		05721	04100		11165420	60400403		AA_CARDINAL_BATCH_AR		
616	M3E1			1 D		4020205	99999			04010				0000107530	[REDACTED]		
631	M40E			1 D		4020205	99999			04010				0000098828	[REDACTED]		
678	M400			1 D		4020205	99999			04010				0000100625	[REDACTED]		
631	L24E			1 D		4020205	99999			04010				0000072706	[REDACTED]		



Billing Worksheet Lines to Defer Query (V_PA_BI_WRKSHT_LINES_TO_DEFER)

REVISED: 03/18/2020

DESCRIPTION:

This query displays worksheet lines on a bill and can be used to determine which lines should be deferred if errors are received in the Federal Highway Administration (FHWA) system i.e., Rapid Approval State Payment System (RASPS).

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_BI_WRKSHT_LINES_TO_DEFER

INPUT / SEARCH CRITERIA:

Contract (% for all)
Source Type L24E
Business Unit 50100

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Identify Lines to Defer Query Page

V_PA_BI_WRKSHT_LINES_TO_DEFER - Identify Lines to Defer							
<input type="text" value="50100"/> <input type="button" value="X"/>							
<input type="button" value="View Results"/>							
Download results in : Excel SpreadSheet CSV Text File XML File (270 kb)							
View All							
1	50100	TMP001170	Sequence	Project	Contract	Source Type	Amount
1	50100	TMP001170	253 0000080272	0078118	L24E		44.85
2	50100	TMP001170	254 0000080272	0078118	L24E		46.54
3	50100	TMP001170	255 0000080272	0078118	L24E		19.22
4	50100	TMP001170	256 0000080272	0078118	L24E		19.95
5	50100	TMP001170	257 0000080272	0078118	L24E		25.63
6	50100	TMP001170	258 0000080272	0078118	L24E		26.59



Contract Information Query (V_PA_CONTRACT_INFO)

REVISED: 01/23/2020

DESCRIPTION:

This query displays contract information and can be used to compare data to the Federal Agreement for accuracy and completeness.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CONTRACT_INFO

INPUT / SEARCH CRITERIA:

PC Business Unit

CA Bus. Unit

Project ID (% for all)

Contract Num1 (% for All)

Contract Num2

Contract Num3

Contract Num4

Contract Num5

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the Contract Information Query Page

V_PA_CONTRACT_INFO - Contract Information

PC Business Unit	50100	
CA Bus. Unit	50100	
Project ID (% For all)	0000095952	
Contract Num1 (% For All)	%	
Contract Num2		
Contract Num3		
Contract Num4		
Contract Num5		

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (15 kb)

[View All](#)

Row	BU	Contract Number	Amendment	Contract Processing Status	Contract Status	Contract Type	Description	Legal Entity	Proposal ID	Contract Signed	Region	Line	Product ID	End Date	Control Flag	Bill Plan Hold Date	Effective Date
1	50100	0293031		C	FV ACCEPTED	F	BR-0293031	NFO	\$480,000.00	04/01/2010	03	1	FEDERAL	10/16/2016	Y		04/01/2010
2	50100	0293031														1	
3	50100	0293032		C	FV ACCEPTED	F	BR-0293032	NFO	\$207,908.94	05/15/2014	03	1	FEDERAL	07/31/2018	Y		05/15/2014
4	50100	0293032														1	
5	50100	0293033		A	ACTIVE	F	BR-0293033	NFO	\$5,174,732.06	09/22/2015	03	1	FEDERAL	09/30/2019	Y		09/22/2015
6	50100	0293033		A	ACTIVE	F	BR-0293033	NFO	\$5,174,732.06	09/22/2015	03	1	FEDERAL	09/30/2019	Y		09/22/2015
7	50100	0293033		A	ACTIVE	F	BR-0293033	NFO	\$5,174,732.06	09/22/2015	03	1	FEDERAL	09/30/2019	Y		09/22/2015
8	50100	0293033		A	ACTIVE	F	BR-0293033	NFO	\$5,174,732.06	09/22/2015	03	1	FEDERAL	09/30/2019	Y		09/22/2015
9	50100	0293033		A	ACTIVE	F	BR-0293033	NFO	\$5,174,732.06	09/22/2015	03	1	FEDERAL	09/30/2019	Y		09/22/2015
10	50100	0293033		A	ACTIVE	F	BR-0293033	NFO	\$5,174,732.06	09/22/2015	03	1	FEDERAL	09/30/2019	Y		09/22/2015



Screenshot of the Contract Information Query Page (scrolled right)

First 1-16 of 16 Last																
Active Rate Set	Transaction ID	Limit Amount	Rate Set	Use Seq	Project ID	Activity Type	Amend Status	Amend Line	Edit Type	Component	Label Fieldname	Amend Ref #1	Transaction Limit	Old Value	New Value	Entered By
	Q100	480000.000	FED_Q100_80	1												
		0.000			0000095952	9101										
	L1CE	207908.940	FED_L1CE_100	1												
		0.000			0000095952	9102										
FED_Z231_100	0AW0	0.000	ADC_0AW0_80	0												
FED_Z231_100	H250	47564.000	FED_H250_100	1												
FED_Z231_100	L05E	1399889.000	FED_L05E_100	3												
FED_Z231_100	L11E	0.130	FED_L11E_80	2												
FED_Z231_100	M001	514474.000	FED_M001_100	5												
FED_Z231_100	M0E1	823349.000	FED_M0E1_100	6												



Contract Limit Exception Detail Query (V_PA_CNTRCT_LMT_EXCPTN_DTL)

REVISED: 01/15/2020

DESCRIPTION:

This query displays customer contracts where the transaction limits exceed the total dollars authorized to a federal project or where the participation rate for any transaction identifier exceeds 100%. The query can be used to identify any contracts that are not set up accurately.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CNTRCT_LMT_EXCPTN_DTL

INPUT / SEARCH CRITERIA:

Contract From Date
Contract To Date

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Contract Limit Exception Detail Query Page

V_PA_CNTRCT_LMT_EXCPTN_DTL - Contract Limit Exception Dtl																
Contract From Date <input type="text" value="01/01/2011"/> <input type="button" value="b1"/>																
Contract To Date <input type="text" value="12/31/2019"/> <input type="button" value="b1"/>																
<input type="button" value="View Results"/>																
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)																
View All First 1-1 of 1 Last																
Row	Contract	Customer	Contract Status	Processing Status	Contract Type	Description	Start Date	Proposal	Merchant	Transaction Limit Identifier	Transaction Limit Amount	Rate Set	Rate Plan	Rate Selection	Exception Message	
1	5A01181	0000055002	ACTIVE	A	F	MG/STP-5A01181	02/17/2011	\$52,606,574.69	0		60656116.310				Obligation Amount Exceeds	



Contract Project/Activities Combination Query (V_PA_CONTRACT_PROJ_ACT_COMBO)

REVISED: 01/15/2020

DESCRIPTION:

This query displays associated Project and Activity Combination for a contract and can be used to ensure all Project and Activities are added to a contract.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CONTRACT_PROJ_ACT_COMBO

INPUT / SEARCH CRITERIA:

Business Unit
Contract

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Contract Project/Activities Combination Query Page

V_PA_CONTRACT_PROJ_ACT_COMBO - Contract Proj/Acti Combination									
Business Unit		50100	<input type="button" value=""/>	Contract		0000000212	<input type="button" value=""/>		
View Results									
Download results in : Excel SpreadSheet CSV Text File XML File (92 kb)									
Row	Contract	Line Num	PC Bus Unit	Project	Phase	Activity	Descr		
1	0000000212	1	50100	0000101026	9105	60000	Ordinary Maintenance-Service		
2	0000000212	1	50100	0000101026	9105	60101	Debris Removal - Storm		
3	0000000212	1	50100	0000101026	9105	60106	Bulb Replacement		
4	0000000212	1	50100	0000101026	9105	60151	Tree Removal		
5	0000000212	1	50100	0000101026	9105	60227	Asphalt Pothole Patching		
6	0000000212	1	50100	0000101026	9105	60700	Ordinary Maintenance - Deck		
7	0000000212	1	50100	0000101026	9105	60720	Ordinary Maint Superstructure		
8	0000000212	1	50100	0000101026	9105	60740	Ordinary Maint - Substructure		
9	0000000212	1	50100	0000101026	9105	60750	Ordinary Maint - Large Culvert		
10	0000000212	1	50100	0000101026	9105	60760	Ordinary Maint - Bridge Misc		
11	0000000212	1	50100	0000101026	9105	61000	Prevent Maint-Planned/Cyclical		
12	0000000212	1	50100	0000101026	9105	61100	Prvtv (Non-Cnditin Bsd) Mnt		
13	0000000212	1	50100	0000101026	9105	61111	Bridge Insp. of NBI-Interstate		
14	0000000212	1	50100	0000101026	9105	61122	UW Bridge Insp of NBI on IS		
15	0000000212	1	50100	0000101026	9105	61138	Bridge Inspections on NBI		
16	0000000212	1	50100	0000101026	9105	61139	Underwater Bridge Inspections		
17	0000000212	1	50100	0000101026	9105	61140	Inspection		
18	0000000212	1	50100	0000101026	9105	61141	Hand Clean		



Contract with No Billing Query (V_PA_CA_NO_BI)

REVISED: 01/15/2020

DESCRIPTION:

This query displays contracts for which no billings have been processed and can be used to review customer contract statuses.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CA_NO_BI

INPUT / SEARCH CRITERIA:

From Date
To Date
Contract Type (% for All)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Contract with No Billing Query Page

V_PA_CA_NO_BI - Contract with No Billing										
View All										
Row	Project	Contract	Status	Type	Last Billed Date	Life-to-Date Billed Amount	Project Manager	Reason	Min End Date	
1	0000000098	5401456	ACTIVE	F	11/05/2012	632238.00	DOE, JOHN	No billing during timespan		
2	0000000192	0952343	FIRE - CLOSED	F	12/14/2011	170414.00	DOE, JOHN	No billing during timespan		
3	0000000564	0012101	FIRE - CLOSED	F	03/07/2019	2049221.08	DOE, JOHN	No billing during timespan		
4	0000000673	092045	ACTIVE	F	09/11/2019	146087.89	DOE, JOHN	No billing during timespan	12/31/2022	
5	0000000688	0000001532	ACTIVE	A	04/01/2014	189414.80	DOE, JOHN	No billing during timespan	03/11/2014	
6	0000000688	5128201	ACTIVE	F	12/13/2019	3065687.00	DOE, JOHN	No billing during timespan	12/31/2021	
7	0000000709	0000001537	ACTIVE	A	01/05/2015	248678.64	DOE, JOHN	No billing during timespan	12/11/2014	
8	0000000709	0000001714	ACTIVE	A	03/01/2016	83391.00	DOE, JOHN	No billing during timespan		
9	0000000709	0000001949	ACTIVE	A	01/03/2019	1720000.00	DOE, JOHN	No billing during timespan		
10	0000000913	5128150	FIRE - CLOSED	F	06/07/2007	8862797.00	DOE, JOHN	No billing during timespan		
11	0000000954	5108150	ACTIVE	F	05/06/2019	1902743.08	DOE, JOHN	No billing during timespan		
12	0000001017	0193013	FIRE - CLOSED	F	01/03/2013	1192187.92	DOE, JOHN	No billing during timespan		
13	0000001436	5402190	ACTIVE	F	12/05/2019	3156069.02	DOE, JOHN	No billing during timespan	06/30/2020	
14	0000001489	5127430	FIRE - CLOSED	F	05/17/2008	2187254.00	DOE, JOHN	No billing during timespan		
15	0000001716	0801103	ACTIVE	F	07/19/2012	3013203.72	DOE, JOHN	No billing during timespan		
16	0000001815	1622106	FIRE - CLOSED	F	11/13/2013	120867.00	DOE, JOHN	No billing during timespan		
17	0000001850	0655029	ACTIVE	F	08/12/2019	28224.84	DOE, JOHN	No billing during timespan		
18	0000001851	0655030	WITHDRAWN	F	03/06/2019	0.00	DOE, JOHN	No billing during timespan		
19	0000001890	1211112	FIRE - CLOSED	F	11/13/2013	364960.00	DOE, JOHN	No billing during timespan		



Contracts on Billing Hold Query (V_PA_CA_BI_HOLD)

REVISED: 01/15/2020

DESCRIPTION:

This query displays active contracts that have been put on billing hold, have suspended billing, or have deferred lines on a billing worksheet. The query can be used to monitor processing of billing holds, suspended billings, or deferred billing worksheet lines related to active Customer Contracts in order to ensure these items are resolved and billing continues in a timely manner.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CA_BI_HOLD

INPUT / SEARCH CRITERIA:

Business Unit

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Contracts on Billing Hold Query Page

V_PA_CA_BI_HOLD - Contracts on Billing Hold									
<input type="text" value="Business Unit 50100"/> <input type="button" value="View Results"/>									
Download results in : Excel SpreadSheet CSV Text File XML File (1366 kb)									
View All First 1-100 of 3349 <input type="button" value="Last"/>									
Row	Contract	Contract Type	Contract Status	Line Number	Description	Billing Plan ID	Hold Date	End Date	Type of Hold
1	0000000095	O	ACTIVE	1	BRAC-133 MARK CTR STUDY	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
2	0000000095	O	ACTIVE	1	BRAC-133 MARK CTR STUDY	B101	02/03/2012		Bill Plan Associated with Contract Line is On Hold
3	0000000639	R	ACTIVE	1	02025211	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
4	0000000954	A	ACTIVE	1	ADMIN REVIEW JORDAN BRIDGE	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
5	0000001067	L	ACTIVE	1	PE FOR RTE 606	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
6	0000001069	L	ACTIVE	1	BRAC-133 ALEXANDRIA	B101			Active Contract with Inactive Rate Set on CA_RATE
7	0000001426	O	ACTIVE	1	Partic - CON -Private-NOVA	B101	04/14/2014		Bill Plan Associated with Contract Line is On Hold
8	0000001429	R	ACTIVE	1	Recurring Contract \$4334.22	B101	04/15/2013	08/11/2013	Bill Plan Associated with Contract Line is On Hold
9	0000001506	O	ACTIVE	2	Gener -HMO E River 11099				Rate Based Contract Line does not have row defined in CA_RATE table
10	0000001516	A	ACTIVE	1	CON -1st City-Richmnd	B101			Rate Based Contract Line does not have row defined in CA_RATE table
11	0000001521	A	ACTIVE	1	Recurring Contract -\$1,541.64	B101	05/24/2013	02/11/2014	Bill Plan Associated with Contract Line is On Hold
12	0000001563	A	ACTIVE	1	Misc - HMO - STA - Lynchburg	B101			Rate Based Contract Line does not have row defined in CA_RATE table
13	0000001654	A	ACTIVE	1	Proje - CON - CCT - NOVA	B101	09/17/2019		Bill Plan Associated with Contract Line is On Hold
14	0000001701	A	ACTIVE	2	Proje - CON - STA - Richmond	B105	03/22/2016		Bill Plan Associated with Contract Line is On Hold
15	0000001701	A	ACTIVE	3	Proje - CON - STA - Richmond	B106	03/22/2016		Bill Plan Associated with Contract Line is On Hold
16	0000001721	A	ACTIVE	1	Proje - CON - CCT - Bristol	B101	05/16/2016		Bill Plan Associated with Contract Line is On Hold
17	0000001730	A	ACTIVE	5					Rate Based Contract Line does not have row defined in CA_RATE table
18	0000001730	A	ACTIVE	6	Proje - CON - OTH - Suffolk				Rate Based Contract Line does not have row defined in CA_RATE table
19	0000001887	A	ACTIVE	1	Proje - CON - OTH - Suffolk	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
20	0000002003	A	ACTIVE	1	Coal Severance - CCT	B101	08/23/2019		Bill Plan Associated with Contract Line is On Hold



Contracts with Split AC Query (V_PA_CONTRACTS_WITH_AC_SPLIT)

REVISED: 01/15/2020

DESCRIPTION:

This query displays customer contracts that have Split Advanced Construction (AC) rows with an Analysis Type of Billable Amount (BIL) or Over Limit Amount (OLT). The query also displays the remaining amount on a Non-AC transaction.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CONTRACTS_WITH_AC_SPLIT

INPUT / SEARCH CRITERIA:

Business Unit (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Contracts with Split AC Query Page

V_PA_CONTRACTS_WITH_AC_SPLIT - Contracts with Split AC										
Business Unit (% for all) 50100 Q										
View Results										
Download results in : Excel Spreadsheet CSV Text File XML File (5 kb)										
View All First 1-19 of 19 Last										
Row	Contract #	Contract Line #	Project ID	Source Type	Analysis Type	Resource Amount	Non AC Trans ID	Non AC Rate Set	Remaining Balance	
1	000S166		1 0000084272	OAWO	BIL	990410.80				
2	000S166		1 0000084272	OAWO	BIL	3360.26				
3	0812276		1 0000093462	OAWO	BIL	60.19				
4	0971027		1 0000057492	OAWO	BIL	17058.11				
5	3604017		1 0000050029	OACO	BIL	459823.44				
6	5127716		1 0000066786	OAWO	BIL	1013296.30				
7	5150121		1 00000667976	OAWO	BIL	0.98				
8	5165006		1 0000071756	OACO	BIL	29076.73				
9	5401638		1 0000071853	OAWO	BIL	96.45				
10	5401756		1 0000016422	OAWO	BIL	2503.93				
11	5403989		1 0000014672	OAWO	BIL	5802.14				
12	5403989		1 0000014672	OAWO	BIL	17456.68				
13	5A03211		1 0000072799	OAWO	BIL	984.37				
14	PM05279		1 0000097127	OAWO	BIL	18248.00				
15	PM05279		1 0000097127	OAWO	BIL	30.78				
16	PM05279		1 0000097127	OAWO	BIL	18116.01				
17	PM05279		1 0000097127	OAWO	BIL	18247.36				
18	PM05279		1 0000097127	OAWO	BIL	54.14				
19	PM05279		1 0000097127	OAWO	BIL	16415.43				



Customer Contract Products Query (V_PA_BILL_HIST_CONTRACT)

REVISED: 04/20/2020

DESCRIPTION:

This query identifies all Amount and Recurring Products with the associated accounting distribution. This query is used to determine which product should be used when creating Amount-Based and Recurring contract lines.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer >

V_PA_CUST_CONTRACT_PRODUCTS

INPUT / SEARCH CRITERIA:

Business Unit

Product ID

Product Group

Account

Dept ID

Fund

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the Customer Contract Products Query Page

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products														
<input type="text" value="Business Unit"/> <input type="button" value="Search"/> <input type="text" value="Product ID(% for all) %"/> <input type="button" value="Search"/> <input type="text" value="Product Group(% for all) %"/> <input type="button" value="Search"/> <input type="text" value="Account(% for all) %"/> <input type="button" value="Search"/> <input type="text" value="Dept ID (% for all) %"/> <input type="button" value="Search"/> <input type="text" value="Fund (% for all) D4720"/> <input type="button" value="Search"/> <input type="button" value="View Results"/>														
Download results in : Excel SpreadSheet CSV Text File XML File (64 kb)														
View All														
Row	Product	Product Description	Price Type	Product Group	Distribution Code	Distribution Code Descr	Account	Department	Fund	Cost Center	Program	Project Id	Activity	Last
1	AMT_GENER4	Gener-CON- Location & Design	AMT	AMT_CONOTH	GENERGEN14	Location & Design CON Private	40040001	10021	04720		514008	0000108401		First 1-100 of 169
2	AMT_PROJE20	Partic - CON - CCT - Bristol	AMT	AMT_CONCCT	PROJEPERO1	Partic - CON - CCT/OTH-Bristol	40042011	11000	04720					
3	AMT_PROJE30	Partic - CON - CCT - Salem	AMT	AMT_CONCCT	PROJEPERO2	Partic - CON - CCT/OTH-Salem	40042011	12000	04720					
4	AMT_PROJE31	Partic - CON - CCT - Lynchburg	AMT	AMT_CONCCT	PROJEPERO3	Partic - CON - CCT/OTH-Lynchbg	40042011	13000	04720					
5	AMT_PROJE32	Partic - CON - CCT - Richmond	AMT	AMT_CONCCT	PROJEPERO4	Partic - CON - CCT/OTH-Richmnd	40042011	14000	04720					
6	AMT_PROJE33	Partic - CON - CCT - Suffolk	AMT	AMT_CONCCT	PROJEPERO5	Partic - CON - CCT/OTH-Suffolk	40042011	15000	04720					
7	AMT_PROJE34	Partic - CON - CCT - Fredsbrg	AMT	AMT_CONCCT	PROJEPERO6	Partic - CON - CCT/OTH-Fredbrg	40042011	16000	04720					
8	AMT_PROJE35	Partic - CON - CCT - Culpeper	AMT	AMT_CONCCT	PROJEPERO7	Partic - CON - CCT/OTH-Culpepr	40042011	17000	04720					
9	AMT_PROJE36	Partic - CON - CCT - Staunton	AMT	AMT_CONCCT	PROJEPERO8	Partic - CON - CCT/OTH-Stauntn	40042011	18000	04720					
10	AMT_PROJE37	Partic - CON - CCT - NOVA	AMT	AMT_CONCCT	PROJEPERO9	Partic - CON - CCT/OTH-NOVA	40042011	19000	04720					



Detail Project Expenditures Query (V_PA_PRJ_EXPEND_DTL)

REVISED: 01/15/2020

DESCRIPTION:

This query displays detail project expenditures at the journal level. The query can be used to track and monitor project expenditures including allowable and unallowable expenditures and to review project expenditures during the final billing process of a project.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PRJ_EXPEND_DTL

INPUT / SEARCH CRITERIA:

Business Unit
Project
Activity Type (% for all)
Accounting Period (% for All)
Fiscal Year (% for all)
Allowable \ Unallowable (% for all)

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Detail Project Expenditures Query Page

V_PA_PRJ_EXPEND_DTL - Detail Project Expenditures																									
Business Unit <input type="text" value="50100"/> <input type="button" value="Q"/>	Project <input type="text" value="0000095952"/> <input type="button" value="Q"/>																								
Activity Type (% for all) <input type="text" value="%"/> <input type="button" value="Q"/>	Accounting Period (% For All) <input type="text" value=""/> <input type="button" value="Q"/>																								
Fiscal Year (% for all) <input type="text" value="2019"/> <input type="button" value="Q"/>	Allowable \ Unallowable (% for all) <input type="text" value=""/> <input type="button" value="Q"/>																								
<input type="button" value="View Results"/>																									
Download results in : Excel SpreadSheet CSV Text File XML File (77 kb)																									
View All																									
First 1-100 of 122 <input type="button" value="Last"/>																									
Row	Business Unit	Journal ID	Journal Date	Journal Line	Journal Line Reference	Journal Line Source	User ID	Fiscal Year	Accounting Period	Project	Phase	Activity	Account	Account Description	Fund	Program	Department	FIPS	Task	Route	Agency Use 1	Asset	Voucher	Supplier Name	Monetary Amount
1	50100	0001135257	02/20/2019	41		NVS	.	2019	8	0000095952	9104	735	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143				00029			3.10
2	50100	0001135257	02/20/2019	50		NVS		2019	8	0000095952	9104	735	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143				00029			2.82
3	50100	ALC0000007	09/30/2018	12908		ALO		2019	3	0000095952	9104	635	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143	00029						2.82
4	50100	0001135257	02/20/2019	32		NVS		2019	8	0000095952	9104	64213	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143							-163.29
5	50100	0001135257	02/20/2019	10		NVS		2019	8	0000095952	9104	635	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143	00029						-2.82
6	50100	0001135257	02/20/2019	63		NVS		2019	8	0000095952	9104	74213	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143							82.24
7	50100	ALC0000007	08/31/2018	12964		ALO		2019	2	0000095952	9104	64213	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143							82.24
8	50100	ALC0000007	07/31/2018	15060		ALO		2019	1	0000095952	9104	64213	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143							163.29
9	50100	0001135257	02/20/2019	23		NVS		2019	8	0000095952	9104	64213	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143							-82.24
10	50100	ALC0000007	10/31/2018	13655		ALO		2019	4	0000095952	9104	635	5011110	Employer Retire Contrb-Def Ben	04720	603023	13014	143	00029						3.10



Distribution Codes Query (V_PA_DISTRBUTION_CODES)

REVISED: 04/20/2020

DESCRIPTION:

This query identifies all Distribution Codes in Cardinal. The results can be used to identify if new distribution codes need to be defined and to identify which products to use when creating Rate-Based, Amount-Based and Recurring Products.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_DISTRBUTION_CODES

INPUT / SEARCH CRITERIA:

Set ID
Account
Fund
Dept Id
Cost Center

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Distribution Codes Query Page

V_PA_DISTRBUTION_CODES - Distribution Codes													
<input type="text" value="Set ID"/> <input type="button" value="Search"/>													
<input type="text" value="Account (% for all) %"/> <input type="button" value="Search"/>													
<input type="text" value="Fund (% for all) %"/> <input type="button" value="Search"/>													
<input type="text" value="Dept Id (% for all) %"/> <input type="button" value="Search"/>													
<input type="text" value="Cost Center (% for all) %"/> <input type="button" value="Search"/>													
<input type="button" value="View Results"/>													
Download results in : Excel SpreadSheet CSV Text File XML File (31 kb)													
View All													
Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANADCN1	01/01/1901	A	Prepaid - CON - CCT	ADVANADCN1	24042011	99999		04720				
2	ADVANADCN2	01/02/1901	A	Prepaid - CON - STA	ADVANADCN2	2403007	99999		04720				
3	ADVANADCN3	01/01/1901	A	Prepaid - CON - OTH	ADVANADCN3	24042011	99999		04720				
4	ADVANADCN4	01/01/1901	A	Prepaid - Coal Severance - CCT	ADVANADCN4	24042012	11000		04720				
5	ADVANADCN5	01/01/1901	A	Prepaid - CON - STA - 99999	ADVANADCN5	2403007	99999		04720				
6	ADVANADPSP	01/01/1901	A	Prepaid - Private Sectr - CON	ADVANADPSP	240400	99999		04720				
7	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	4003007	10030		04720				
8	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055		04720				
9	AMT_CONCCT	01/01/1901	A	UAR - Amt - Constr City Co Twn	AMT_CONCCT	112062	99999		04720				
10	AMT_CONOTH	01/01/1901	A	UAR - Amt - Constr Other	AMT_CONOTH	112064	99999		04720				



Expenditure and Billing Data for Bill Adjustment Query (V_PA_BI_ADJUST_LTD_DATA)

REVISED: 01/15/2020

DESCRIPTION:

This query displays the Life-to-Date Billed Amount and Life-to-Date Billed Expenditure Amount data needed to create billing adjustments when participation rates change.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_BI_ADJUST_LTD_DATA

INPUT / SEARCH CRITERIA:

Contract Number
Business Unit

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Expenditure and Billing Data for Bill Adjustment Query Page

V_PA_BI_ADJUST_LTD_DATA - EXP and BIL Data for Bill Adj										
<input type="text" value="3604017"/> <input type="button" value="x"/>										
<input type="text" value="50100"/> <input type="button" value="View Results"/>										
Download results in : Excel SpreadSheet CSV Text File XML File (15 kb)										
View All										
Row	Contract Number	Contract Line Number	Project ID	Activity ID	Fund Code	Program	Source Type	Rate Set	Amount Type	Amount
1	3604017		1 0000050029	631	04720	603004		N/A	BILLED EXPENDITURE AMT	9369295.97
2	3604017		1 0000050029	631	04720	603004	L050	FED_L050_80	BILLED AMT	3793501.91
3	3604017		1 0000050029	631	04720	603004	L05E	FED_L05E_80	BILLED AMT	788149.49
4	3604017		1 0000050029	631	04720	603004	L240	FED_L240_80	BILLED AMT	1981836.54
5	3604017		1 0000050029	631	04720	603004	L24E	FED_L24E_80	BILLED AMT	116477.40
6	3604017		1 0000050029	636	04720	603004		N/A	BILLED EXPENDITURE AMT	1055.95
7	3604017		1 0000050029	636	04720	603004	L050	FED_L050_80	BILLED AMT	479.73
8	3604017		1 0000050029	636	04720	603004	L05E	FED_L05E_80	BILLED AMT	99.67
9	3604017		1 0000050029	636	04720	603004	L240	FED_L240_80	BILLED AMT	250.63
10	3604017		1 0000050029	636	04720	603004	L24E	FED_L24E_80	BILLED AMT	14.73
11	3604017		1 0000050029	637	04720	603004		N/A	BILLED EXPENDITURE AMT	8664.05
12	3604017		1 0000050029	637	04720	603004	L050	FED_L050_80	BILLED AMT	3936.15
13	3604017		1 0000050029	637	04720	603004	L05E	FED_L05E_80	BILLED AMT	817.81
14	3604017		1 0000050029	637	04720	603004	L240	FED_L240_80	BILLED AMT	2056.42
15	3604017		1 0000050029	637	04720	603004	L24E	FED_L24E_80	BILLED AMT	120.86
16	3604017		1 0000050029	641	04720	603004		N/A	BILLED EXPENDITURE AMT	20461.66
17	3604017		1 0000050029	641	04720	603004	L050	FED_L050_80	BILLED AMT	9295.92
18	3604017		1 0000050029	641	04720	603004	L05E	FED_L05E_80	BILLED AMT	1931.40



Federal Billings by Project Category Query (V_PA_FED_BIL_BY_PROJ_CATEGORY)

REVISED: 01/15/2020

DESCRIPTION:

This query displays federal billings for a specified Program and Reporting Category. The query provides the Life-to-Date Total Billed Amount for all projects for the designated criteria and date range.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_FED_BIL_BY_PROJ_CATEGORY

INPUT / SEARCH CRITERIA:

Business Unit
Program (Ex: 6040% or 604001)
From Date
To Date
Reporting Category

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Federal Billings by Project Category Query Page

V_PA_FED_BIL_BY_PROJ_CATEGORY - Fed Billings by Proj Category

Business Unit

Program (Ex: 6040% or 604001)

From Date

To Date

Reporting Category

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First 1-3 of 3 Last

Row	Project ID	Contract Number	Department	Contract Status	Fund Code	Program	Total Billed Amount	District	Rpt Category
1	0000083536	TS05220	15093	Active	04100	604004	0.000	15	BRDG
2	0000089300	PM06229	16016	Active	04100	604002	-9996.030	16	BRDG
3	0000108125	NBIS201	15003	Active	04100	604003	30002.070	15	BRDG



Federal Contracts with No Project Query (V_PA_CONTR_NO_PRJ)

REVISED: 01/15/2020

DESCRIPTION:

This query displays contract lines with amounts but without Project ID/Activity ID combinations.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CONTR_NO_PRJ

INPUT / SEARCH CRITERIA:

Business Unit

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

A contract cannot have the same Project ID / Activity ID combination on multiple lines. When a contract line is expended, the project and activity may need to be assigned to another line on the contract.

Screenshot of the Federal Contracts with No Project Query Page

V_PA_CONTR_NO_PRJ - Federal Contracts with No Proj									
Business Unit 50100 <input type="button" value="Q"/> <input type="button" value="View Results"/>									
Download results in : Excel SpreadSheet CSV Text File XML File (12 kb)									
View All									Last
Row	Business Unit	Contract Number	Contract Status	Line Num	Transaction Identifier	Description	Limit Amount	Processed Amount	First 1-47 of 47 Last
1	50100	000S321	ACTIVE	4	0AW0	ADVANCED CONSTRUCTION	1162500.55	0.00	
2	50100	0327032	ACTIVE	3	0AW0	ADVANCED CONSTRUCTION	3411368.49	0.00	
3	50100	0526104	ACTIVE	2	19A0	FY92 and Subsequent PL Funds	15047.00	0.12	
4	50100	0526104	ACTIVE	2	F150	FEDERAL LAND HIGHWAY DIVISION	7784.00	0.00	
5	50100	0526104	ACTIVE	2	4150	FEDERAL LANDS HIGHWAY DIVISION	151837.00	139759.00	
6	50100	0643479	ACTIVE	5	0AW0	ADVANCED CONSTRUCTION	18784623.12	0.00	
7	50100	0661341	ACTIVE	4	0AW0	ADVANCED CONSTRUCTION	7189363.12	0.00	
8	50100	0661356	ACTIVE	5	0AW0	ADVANCED CONSTRUCTION	12844826.44	0.00	
9	50100	0813148	FIRE - CLOSED	1	Q050	NHS - STEA	8502.00	0.00	
10	50100	0896109	ACTIVE	1	0AW0	ADVANCED CONSTRUCTION	4023025.19	0.00	
11	50100	0951364	ACTIVE	3	0AW0	ADVANCED CONSTRUCTION	3766767.00	0.00	
12	50100	5104166	ACTIVE	1	Z001	NATIONAL HIGHWAY PERF FAST	1431980.15	0.00	
13	50100	5111235	ACTIVE	7	0AW0	ADVANCED CONSTRUCTION	11545082.40	0.00	
14	50100	5118209	ACTIVE	4	0AW0	ADVANCED CONSTRUCTION	7299549.85	0.00	
15	50100	5118235	ACTIVE	4	0AW0	ADVANCED CONSTRUCTION	1755376.92	0.00	
16	50100	5403980	ACTIVE	3	0AW0	ADVANCED CONSTRUCTION	29318702.14	0.00	
17	50100	5A01181	ACTIVE	5	0AW0	ADVANCED CONSTRUCTION	4422893.58	0.00	
18	50100	5A01470	ACTIVE	1	15F0	Federal Lands Reimbursable Agr	53900000.00	0.00	



Federal Expenditure Reclass Report Query (V_PA_FED_EXP_RECLASS)

REVISED: 01/15/2020

DESCRIPTION:

This query displays federal expenditures related to a federal reimbursement received so that those expenditures may be moved to the Federal Fund. The query can be used for creating journal entries to move the expenditures from Construction to the Federal Fund.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_FED_EXP_RECLASS

INPUT / SEARCH CRITERIA:

Invoice From

Invoice To

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the Federal Expenditure Reclass Report Query Page

V_PA_FED_EXP_RECLASS - Federal Exp Reclass Report										
<input type="text" value="FED000001"/> <input type="button" value="X"/> <input type="button" value="Q"/>										
<input type="text" value="FED000012"/> <input type="button" value="X"/> <input type="button" value="Q"/>										
<input type="button" value="View Results"/>										
Download results in : Excel SpreadSheet CSV Text File XML File (10506 kb)										
View All										
Row	Invoice	Project ID	CFDA Number	Fund	Program	Revenue Fund	Accounting Date	Billing Date	Summation of Resource Amount	
1	FED000003	0000014677		0 04720	603003	04010	09/07/2006	12/14/2011	-17239880.21	
2	FED000002	0000011594		20205 04720	603004	04010	02/28/1995	12/14/2011	-10236701.07	
3	FED000003	0000018205		0 04720	603004	04010	01/27/2009	12/14/2011	-10213591.72	
4	FED000003	0000017761		20205 04720	603003	04010	10/13/2006	12/14/2011	-6711670.26	
5	FED000003	0000014691		0 04720	603004	04010	05/01/2009	12/14/2011	-6240000.00	
6	FED000004	0000089486		0 04720	603003	04010	08/03/2010	12/14/2011	-5756248.80	
7	FED000005	0000016389		0 04720	603003	04010	11/21/2011	12/14/2011	-5514690.98	
8	FED000001	0000093528		0 04010			12/14/2011	12/14/2011	-5250000.00	
9	FED000004	0000068805		20205 04720	603004	04010	08/25/2010	12/14/2011	-4797482.88	
10	FED000004	0000011267		0 04720	603006	04010	09/07/2010	12/14/2011	-4191261.50	
11	FED000002	0000015292		0 07601	6031200	04010	06/30/2000	12/14/2011	-3983998.27	
12	FED000004	0000052326		20205 04720	603003	04010	12/19/2009	12/14/2011	-3605600.00	
13	FED000005	0000009843		20205 04720	603004	04010	11/21/2011	12/14/2011	-3272308.39	
14	FED000004	0000068805		20205 04720	603004	04010	02/28/2011	12/14/2011	-3117954.53	
15	FED000003	0000072295		20205 04720	603002	04010	10/29/2008	12/14/2011	-2878350.74	
16	FED000002	0000011594		20205 04720	603004	04010	01/31/1996	12/14/2011	-2852512.45	
17	FED000003	0000052282		0 04720	603003	04010	09/26/2007	12/14/2011	-2833839.76	
18	FED000002	0000018156		0 04720	603004	04010	08/02/2005	12/14/2011	-2654603.27	



Federal Lands on TMP Bill Query (V_PA_FEDERAL_LANDS_ON_TMP_BILL)

REVISED: 01/15/2020

DESCRIPTION:

This query displays Federal land contracts on the Federal bill and can be used to determine if there are Federal land contracts on a Federal bill.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_FEDERAL_LANDS_ON_TMP_BILL

INPUT / SEARCH CRITERIA:

Business Unit
Invoice

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Federal Lands on TMP Bill Query Page

V_PA_FEDERAL_LANDS_ON_TMP_BILL - Federal Lands on TMP Bill						
Business Unit		Invoice		Source Type		
View All	Business Unit	Invoice	Contract	Source Type	Sum Net	First 1-4 of 4 Last
1	50100	TMP001172	0251060	F150	0.00	
2	50100	TMP001172	FLAP004	G200	0.00	
3	50100	TMP001172	FLAP006	G200	124.00	
4	50100	TMP001172	FLAP013	G200	86.40	



Federal Subrecipient Monitor Query (V_PA_SUB_RECV_MONITOR)

REVISED: 03/18/2020

DESCRIPTION:

This query displays information used for Federal Subrecipient Monitoring per federal requirements and Auditor of Public Accounts (APA) audits.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_SUB_RECV_MONITOR

INPUT / SEARCH CRITERIA:

BUSINESS UNIT

FISCAL YEAR

ACCOUNTING_PERIOD – FROM

ACCOUNTING_PERIOD – TO

ACCOUNT 1

ACCOUNT 2

ACCOUNT 3

ACCOUNT 4

ACCOUNT 5

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the Federal Subrecipient Monitor Query Page

V_PA_SUB_RECV_MONITOR - Federal Subrecipient Monitor

BUSINESS UNIT	50100	<input type="button" value="Q"/>
FISCAL YEAR	2020	
ACCOUNTING_PERIOD - FROM	1	
ACCOUNTING_PERIOD - TO	1	
ACCOUNT 1	5014310	<input type="button" value="Q"/>
ACCOUNT 2		<input type="button" value="Q"/>
ACCOUNT 3		<input type="button" value="Q"/>
ACCOUNT 4		<input type="button" value="Q"/>
ACCOUNT 5		<input type="button" value="Q"/>

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (207 kb)

[View All](#)

First 1-100 of 258 [Last](#)

Row	Business Unit	Customer	Voucher	Year	Period	Supplier	Supplier	Class	Account	Project	Activity	CFDA Number	Contract	Analysis Type	Journal ID	Descr	Rate	Bill Dt	Exp_Amount	Processed_Amount	Date	Invoice	Payment Date	EDI Payment Reference	Payment Amount
1	50100	0000055002	01025938	2020	1	1 0000053203	Nelson County Board Of Supervisors	R	5014310 0000106560	631	20205 0623135	BLD	AP01253563	LOCALITY REQUEST	80%	07/02/2019	744135.00	595308.00	05/06/2019	106560REQ1			0.00		
2	50100	0000055002	01025938	2020	1	1 0000053203	Nelson County Board Of Supervisors	R	5014310 0000106560	64201	20205 0623135	BLD	AP01253563	LOCALITY REQUEST	80%	07/02/2019	50651.16	40520.93	05/06/2019	106560REQ1			0.00		
3	50100		01025938	2020	1	1 0000053203	Nelson County Board Of Supervisors	R		0							0.00	0.00	05/06/2019	106560REQ1	07/01/2019	81134520	792482.84		
4	50100	0000055002	01025952	2020	1	1 0000046248	Hanover County Community Services	L	5014310 0000103014	64215	20205 5A27524	BIL	AP01254558	Expense Distribution	80%		1788.11	1430.49	04/30/2019	2019048376			0.00		
5	50100		01025952	2020	1	1 0000046248	Hanover County Community Services	L		0							0.00	0.00	04/30/2019	2019048376	07/02/2019	81135428	1788.11		
6	50100	0000055002	01025957	2020	1	1 0000055186	CHESTERFIELD COUNTY	L	5014310 0000106201	631	20205 5A27526	BLD	AP01254558	Expense Distribution	80%	07/02/2019	130035.00	104028.00	05/09/2019	AR064536			0.00		
7	50100		01025957	2020	1	1 0000055186	CHESTERFIELD COUNTY	L		0							0.00	0.00	05/09/2019	AR064536	07/02/2019	81135459	129679.61		
8	50100	0000055002	01025959	2020	1	1 0000055186	CHESTERFIELD COUNTY	L	5014310 0000101020	616	20205 5A27149	OLT	AP01254558	Expense Distribution	80%		100644.57	80515.66	06/04/2019	AR064692			0.00		
9	50100		01025959	2020	1	1 0000055186	CHESTERFIELD COUNTY	L		0							0.00	0.00	06/04/2019	AR064692	07/02/2019	81135459	100644.57		
10	50100	0000055002	01025960	2020	1	1 0000055186	CHESTERFIELD COUNTY	L	5014310 0000104886	616	20205 5A27536	BLD	AP01254558	Expense Distribution	80%	07/02/2019	1431.40	1145.12	06/04/2019	AR064703			0.00		
11	50100		01025960	2020	1	1 0000055186	CHESTERFIELD COUNTY	L		0							0.00	0.00	06/04/2019	AR064703	07/02/2019	81135459	1431.40		
12	50100	0000055002	01025965	2020	1	1 0000058371	Buchanan County Virginia	L	5014310 0000106446	631	20205 0131080	BLD	AP01253563	Expense Distribution	80%	07/02/2019	111844.20	89475.36	04/14/2019	10644614			0.00		
13	50100		01025965	2020	1	1 0000058371	Buchanan County Virginia	L		0							0.00	0.00	04/14/2019	10644614	07/01/2019	81134535	111552.66		
14	50100	0000055002	01025978	2020	1	1 0000055186	CHESTERFIELD COUNTY	L	5014310 0000104890	616	20205 5A27489	BLD	AP01254558	Expense Distribution	80%	07/02/2019	6704.64	5363.71	06/04/2019	AR064693			0.00		

Note: You can enter one account or up to five accounts for this query. In this example, only one account was entered.



Project Expenditures and Transfers Query (V_PA_PROJ_EXP_AND_TRANSFERS)

REVISED: 01/15/2020

DESCRIPTION:

This query displays project expenditures and transfers for a given activity type within specified accounting dates.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_EXP_AND_TRANSFERS

INPUT / SEARCH CRITERIA:

Business Unit (% for all)

Activity Type (% for all)

Fund (% for all)

Project (% for all)

Fiscal Year

Accounting Period From

Accounting Period To

Project Category (% for all)

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the Project Expenditures and Transfers Query Page

V_PA_PROJ_EXP_AND_TRANSFERS - Project Exp and Transfers																			
Search Criteria		Results																	
Row	Project	Activity ID	Activity Type	Fiscal Year	Accounting Period	Fund	Account	Program	Department	Journal ID	Journal Date	Accounting Date	System Source	Voucher	Supplier ID	Supplier Name	Supplier Class	Contract	BU Amount
1	0000000954 653	9102	2019		1 04720 5012430	603023	13014	AP00958155	07/19/2018	07/16/2018	GAP	00898901 0000053809		DANIEL MEDLEY & KIRBY PC	Supplier	5108150	295.00		
2	0000000954 653	9102	2019		1 04720 5012430	603023	13014	PC00958235	07/19/2018	07/16/2018	GPC	00898901 0000053809		DANIEL MEDLEY & KIRBY PC	Supplier	5108150	-80.41		
3	0000000954 653	9102	2019		1 04720 5012430	603024	13014	PC00958235	07/19/2018	07/16/2018	GPC	00898901 0000053809		DANIEL MEDLEY & KIRBY PC	Supplier	5108150	80.41		
4	0000000954 678	9102	2019		1 04720 5011140	603023	13014	ALC00000005	07/31/2018	07/31/2018	ALO						5108150	2.68	
5	0000000954 678	9102	2019		1 04720 5011150	603023	13014	ALC00000006	07/31/2018	07/31/2018	ALO						5108150	49.50	
6	0000000954 678	9102	2019		1 04720 5011110	603023	13014	ALC00000007	07/31/2018	07/31/2018	ALO						5108150	32.26	
7	0000000954 678	9102	2019		1 04720 5011120	603023	13014	ALC00000009	07/31/2018	07/31/2018	ALO						5108150	15.01	
8	0000000954 678	9102	2019		1 04720 5011230	603023	13014	TE00964891	07/30/2018	07/30/2018	GHR						5108150	202.88	
9	0000000954 678	9102	2019		1 04720 50112301	603023	13014	ALC00000004	07/31/2018	07/31/2018	ALO						5108150	6.98	
10	0000000954 678	9102	2019		1 04720 50112301	603023	13014	ALC00000001	07/31/2018	07/31/2018	ALO						5108150	22.44	
11	0000000954 678	9102	2019		1 04720 50112301	603023	13014	ALC00000002	07/31/2018	07/31/2018	ALO						5108150	21.65	
12	0000000954 678	9102	2019		1 04720 50112301	603023	13014	ALC00000003	07/31/2018	07/31/2018	ALO						5108150	30.43	
13	0000004554 659	9102	2019		1 04720 5011110	603023	12002	ALC00000007	07/31/2018	07/31/2018	ALO						0772119	17.15	
14	0000004554 659	9102	2019		1 04720 5011120	603023	12002	ALC00000009	07/31/2018	07/31/2018	ALO						0772119	7.98	
15	0000004554 659	9102	2019		1 04720 5011140	603023	12002	ALC00000005	07/31/2018	07/31/2018	ALO						0772119	1.42	



Project Expenditures by Fund Query (V_PA_PROJ_EXPENDITURE_BY_FUND)

REVISED: 01/15/2020

DESCRIPTION:

This query displays detail project expenditures by Fund.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_EXPENDITURE_BY_FUND

INPUT / SEARCH CRITERIA:

Business Unit
Fiscal Year
Fund (if inactive, type value)
Accounting Period From
Accounting Period To

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Project Expenditures by Fund Query Page

V_PA_PROJ_EXPENDITURE_BY_FUND - Project Expenditures by Fund

Business Unit <input type="text" value="50100"/>	<input type="button" value=""/>							
Fiscal Year <input type="text" value="2019"/>								
Fund (if inactive, type value) <input type="text" value="04312"/>	<input type="button" value=""/>							
Accounting Period From <input type="text" value="01"/>								
Accounting Period To <input type="text" value="12"/>								
<input type="button" value="View Results"/>								
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)								
View All								
First 1-1 of 1 Last								
Row	Business Unit	Fiscal Year	Accounting Period	Fund Code	Project ID	Amount	Activity Type	Program
1	50100	2019		2_04312	0000105514	185000.00	9109	603023



Project Expense by Report Category Query (V_PA_PROJ_BY_PROJ_CATEGORY_SUM)

REVISED: 01/15/2020

DESCRIPTION:

This query displays project expenditures for a specified Reporting Category such as PRDG or MFED. The query can be used to review and monitor project expenditures. The query can also assist users with identifying any project expenditures, by Reporting Category, that need to be deleted.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_BY_PROJ_CATEGORY_SUM

INPUT / SEARCH CRITERIA:

PC Business Unit

Fiscal Year

Accounting Period From

Accounting Period To

Reporting Category

Activity Type (% for all)

OUTPUT FORMAT:

HTML

Excel

CSV

Screenshot of the Project Expense by Report Category Query Page

V_PA_PROJ_BY_PROJ_CATEGORY_SUM - Proj Exp by Report Category										
Row	Business Unit	Fiscal Year	Accounting Period	Reporting Category	Project ID	Fund Code	Program	Department ID	Monetary Amount	
1	50100	2019		1 BRDG	0000000673	04720	603023	12018	24146.55	
2	50100	2019		1 BRDG	0000000688	04720	603023	12016	642.04	
3	50100	2019		1 BRDG	0000000688	04720	603024	12016	1740.53	
4	50100	2019		1 BRDG	0000000954	04720	603024	13014	80.41	
5	50100	2019		1 BRDG	0000000954	04720	603023	13014	598.42	
6	50100	2019		1 BRDG	0000001436	04720	603023	14008	478.57	
7	50100	2019		1 BRDG	0000001436	04720	603024	14008	37171.51	
8	50100	2019		1 BRDG	0000001765	04720	603023	15009	1162745.69	
9	50100	2019		1 BRDG	0000001765	04720	603024	15009	300254.20	
10	50100	2019		1 BRDG	0000001896	04720	603024	15002	20.80	
11	50100	2019		1 BRDG	0000001896	04720	603023	15002	109.53	
12	50100	2019		1 BRDG	0000002257	04720	603023	16012	1419.11	
13	50100	2019		1 BRDG	0000002257	04720	603024	16012	2387.36	
14	50100	2019		1 BRDG	0000004483	04720	603023	15000	8618.64	
15	50100	2019		1 BRDG	0000004483	04720	603024	15000	392.23	
16	50100	2019		1 BRDG	0000004554	04720	603023	12002	150.76	
17	50100	2019		1 BRDG	0000004554	04720	603024	12002	53.26	



Project Payroll Expenditures Query (V_PA_PROJ_PAYROLL_EXPENDITURES)

REVISED: 01/15/2020

DESCRIPTION:

This query provides the ability to track payroll between transaction dates for specific project activities.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_PAYROLL_EXPENDITURES

INPUT / SEARCH CRITERIA:

Business Unit (% for all)
Fund (% for all)
Activity Type (% for all)
Project Category (% for all)
Project ID (% for all)
Fiscal Year
From Accounting Period
To Accounting Period

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Project Payroll Expenditures Query Page

V_PA_PROJ_PAYROLL_EXPENDITURES - Project Payroll Expenditures

Business Unit (% for all)

Fund (% for all)

Activity Type (% for all)

Project Category (% for all)

Project ID (% for all)

Fiscal Year

From Accounting Period

To Accounting Period

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (8 kb)

[View All](#)

First 1-16 of 16 Last

Row	Project ID	Activity Type	Activity ID	Program	Dept ID	Fund	Journal ID	Journal Date	Fiscal Year	Period	Employee ID	Employee Name	Resource Quantity	Contract	Resource Amount
1	0000000709	9102	678	603024	12016	04720	TE00943160	07/02/2018	2019	1		DOE, JOHN	5.00		185.96
2	0000000709	9102	678	603024	12016	04720	TE00964891	07/30/2018	2019	1		DOE, JOHN	4.00		135.25
3	0000000709	9102	678	603024	12016	04720	TE01031731	10/15/2018	2019	4		DOE, JOHN	3.00		101.43
4	0000000709	9102	678	603024	12016	04720	TE01044679	10/30/2018	2019	4		DOE, JOHN	3.00		101.44
5	0000000709	9102	678	603024	12016	04720	TE01059933	11/15/2018	2019	5		DOE, JOHN	2.00		61.99
6	0000000709	9102	759	603024	12016	04720	TE01031731	10/15/2018	2019	4		DOE, JOHN	2.50		72.63
7	0000000709	9102	774	603024	12016	04720	TE00964891	07/30/2018	2019	1		DOE, JOHN	10.00		318.75
8	0000000709	9102	774	603024	12016	04720	TE00980740	08/15/2018	2019	2		DOE, JOHN	18.00		525.95
9	0000000709	9102	774	603024	12016	04720	TE00993652	08/30/2018	2019	2		DOE, JOHN	12.00		382.50
10	0000000709	9102	774	603024	12016	04720	TE01005434	09/13/2018	2019	3		DOE, JOHN	6.00		210.38
11	0000000709	9102	774	603024	12016	04720	TE01031731	10/15/2018	2019	4		DOE, JOHN	5.00		159.38
12	0000000709	9102	774	603024	12016	04720	TE01044679	10/30/2018	2019	4		DOE, JOHN	5.00		159.38
13	0000000709	9102	774	603024	12016	04720	TE01168544	03/29/2019	2019	9		DOE, JOHN	13.50		473.34
14	0000000709	9102	774	603024	12016	04720	TE01196115	04/30/2019	2019	10		DOE, JOHN	12.00		382.50
15	0000000709	9102	774	603024	12016	04720	TE01212960	05/16/2019	2019	11		DOE, JOHN	4.00		127.50
16	0000000709	9102	774	603024	12016	04720	TE01225435	05/31/2019	2019	11		DOE, JOHN	8.00		255.00



Project Phase Closing Query (V_PA_PHASE_CLOSING)

REVISED: 01/15/2020

DESCRIPTION:

This query displays a listing of project and phases with end dates that are less than the current date so a user can manually update the activity status to Inactive.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PHASE_CLOSING

INPUT / SEARCH CRITERIA:

Business Unit
End Date
Project Status
Activity Type

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Project Phase Closing Query Page

V_PA_PHASE_CLOSING - Project Phase Closing										
<input type="text" value="50100"/> <input type="button" value="Search"/>										
<input type="text" value="01/12/2019"/> <input type="button" value="Search"/>										
<input type="text" value="%"/> <input type="button" value="Search"/>										
<input type="text" value="%"/> <input type="button" value="Search"/>										
<input type="button" value="View Results"/>										
Download results in : Excel SpreadSheet CSV Text File XML File (467 kb)										
View All First 1-100 of 1558 Last										
Row	Project ID	Status	Activity Type	Responsible Org	Department	Description	Start Date	End Date	Project Manager	
1	0000014019	B	9101			8005052560	06/30/1995	07/01/1995	DOE, JOHN	
2	0000014019	B	9102			8005052560	06/30/1995	07/01/1995	DOE, JOHN	
3	0000014019	B	9103			8005052560	06/30/1995	07/01/1995	DOE, JOHN	
4	0000014019	B	9104			8005052560	06/30/1995	07/01/1995	DOE, JOHN	
5	0000014020	B	9101			8012052560	06/30/1995	07/01/1995	DOE, JOHN	
6	0000014020	B	9102			8012052560	06/30/1995	07/01/1995	DOE, JOHN	
7	0000014020	B	9103			8012052560	06/30/1995	07/01/1995	DOE, JOHN	
8	0000014020	B	9104			8012052560	06/30/1995	07/01/1995	DOE, JOHN	
9	0000014021	B	9101			8014052560	06/30/1995	07/01/1995	DOE, JOHN	
10	0000014021	B	9102			8014052560	06/30/1995	07/01/1995	DOE, JOHN	
11	0000014021	B	9103			8014052560	06/30/1995	07/01/1995	DOE, JOHN	
12	0000014021	B	9104			8014052560	06/30/1995	07/01/1995	DOE, JOHN	
13	0000014022	B	9101			8015052560	06/30/1995	07/01/1995	DOE, JOHN	
14	0000014022	B	9102			8015052560	06/30/1995	07/01/1995	DOE, JOHN	
15	0000014022	B	9103			8015052560	06/30/1995	07/01/1995	DOE, JOHN	
16	0000014022	B	9104			8015052560	06/30/1995	07/01/1995	DOE, JOHN	
17	0000016120	B	9101			0784076309	06/30/1995	07/01/1995	DOE, JOHN	



SEFA Federal Query (V_PA_SEFA_FED)

REVISED: 01/15/2020

DESCRIPTION:

This query displays expenditure information that is used to assist agencies with the preparation of the Schedule of Expenditures of Federal Awards (SEFA) schedule that is submitted to the Department of Accounts (DOA).

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_SEFA_FED

INPUT / SEARCH CRITERIA:

Business Unit
Fiscal Year
Accounting Period – From
Accounting Period – To
Account 1
Account 2
Account 3
Account 4
Account 5

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the SEFA Federal Query Page

V_PA_SEFA_FED - SEFA Federal

Business Unit	50100	<input type="button" value="Search"/>																
Fiscal Year	2020																	
Accounting Period - From	1																	
Accounting Period - To	1																	
Account 1	5023230	<input type="button" value="Search"/>																
Account 2		<input type="button" value="Search"/>																
Account 3		<input type="button" value="Search"/>																
Account 4		<input type="button" value="Search"/>																
Account 5		<input type="button" value="Search"/>																
<input type="button" value="View Results"/>																		
Download results in : Excel SpreadSheet CSV Text File XML File (1177 kb)																		
View All First 1-100 of 1982 <input type="button" value="Last"/>																		
Row	Business_Unit	Voucher	Supplier	Supplier	Class	FY_Billed	Bill Dt	Invoice	Customer	Contract	Account	Project	Activity	CFDA Number	Journal ID	Descr	Expense Amount	Billed Amount
1	50100	00204992	0000031474	W-L Construction & Paving Inc	R	2020	07/24/2019	FED002573	0000055002	0971085	5023230	0000103575	631		0 AP00020774	Item Earnings	885821.470	70217.260
2	50100	00204992	0000031474	W-L Construction & Paving Inc	R	2020	07/24/2019	FED002573	0000055002	0971085	5023230	0000103575	631		0 AP00020774	Contract Adjustments	654.140	654.140
3	50100	00204992	0000031474	W-L Construction & Paving Inc	R	2020	07/24/2019	FED002573	0000055002	0971085	5023230	0000103575	631		0 AP00020774	Item Earnings	0.000	41367.550
4	50100	00211947	0000031474	W-L Construction & Paving Inc	R	2020	07/25/2019	FED002574	0000055002	0971085	5023230	0000103575	631		0 AP00021979	Contract Adjustments	347.700	312.930
5	50100	00211947	0000031474	W-L Construction & Paving Inc	R	2020	07/24/2019	FED002573	0000055002	0971085	5023230	0000103575	631		0 AP00021979	Item Earnings	149108.510	19442.080
6	50100	00211947	0000031474	W-L Construction & Paving Inc	R	2020	07/25/2019	FED002574	0000055002	0971085	5023230	0000103575	631		0 AP00021979	Item Earnings	0.000	116699.790
7	50100	00256174	0000031474	W-L Construction & Paving Inc	R	2020	07/23/2019	FED002570	0000055002	PM00253	5023230	0000101050	631		0 AP00027086	Item Earnings	1705406.880	528300.000
8	50100	00340491	0000031474	W-L Construction & Paving Inc	R	2020	07/23/2019	FED002570	0000055002	PM01288	5023230	0000103679	631		20205 AP00036248	Item Earnings	1538521.850	1538521.850

Note: You can enter one account or up to five for this query. In this example, only one account was entered



Summary of Federal Bill Lines Query (V_PA_FED_SUM_BILL_LINES)

REVISED: 01/15/2020

DESCRIPTION:

This query displays which amounts must be validated prior to approving the bill and can be used to summarize the total amount billed by contract and appropriation code on the bill. The query pulls both the TMP (temporary) and FED (i.e., real Federal) bills.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_FED_SUM_BILL_LINES

INPUT / SEARCH CRITERIA:

Business Unit
Invoice

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Summary of Federal Bill Lines Query Page

V_PA_FED_SUM_BILL_LINES - Summary of FED Bill Lines						
Business Unit		Invoice	Contract	Source Type	Sum Net	
1	50100	FED000019	0005223	L240	-75.00	
2	50100	FED000019	0053107	L1C0	33.18	
3	50100	FED000019	0078075	HY10	184.80	
4	50100	FED000019	0124023	H100	7535.68	
5	50100	FED000019	0124023	Q100	6564.32	
6	50100	FED000019	0131053	L050	1050.88	
7	50100	FED000019	0135015	L1C0	863.39	
8	50100	FED000019	0135019	LS20	418.49	
9	50100	FED000019	0237016	Q200	1527.20	
10	50100	FED000019	0307041	L22E	16932.12	
11	50100	FED000019	0327019	L250	2043.20	
12	50100	FED000019	0327021	Q100	17637.08	
13	50100	FED000019	0332019	H100	139.03	
14	50100	FED000019	0334004	H400	120.80	
15	50100	FED000019	0413034	LZ2E	205.82	
16	50100	FED000019	0602123	LY30	43744.00	



Validate Federal Bill Lines Query (V_PA_FED_BILL_VALIDATE)

REVISED: 01/15/2020

DESCRIPTION:

The query displays billing lines and can be used to validate amounts billed for a specific contract on a Federal bill.

NAVIGATION PATH:

Main Menu > Reporting Tools > Query > Query Viewerr > V_PA_FED_BILL_VALIDATE

INPUT / SEARCH CRITERIA:

Business Unit
Project
Phase
Accounting Date From
Accounting Date to

OUTPUT FORMAT:

HTML
Excel
CSV

Screenshot of the Validate Federal Bill Lines Query Page

V_PA_FED_BILL_VALIDATE - Validate Fed Bill Lines												
<input type="text"/> Business Unit 50100 <input type="text"/> Project 0000095952 <input type="button" value="Search"/> <input type="text"/> Phase 9101 <input type="button" value="Search"/>												
<input type="text"/> Accounting Date From 03/31/2016 <input type="button" value="Calendar"/> <input type="text"/> Accounting Date To 03/31/2019 <input type="button" value="Calendar"/>												
<input type="button" value="View Results"/>												
Download results in : Excel Spreadsheet CSV Text File XML File (27 kb)												
View All First 1-84 of 84 Last												
Row	Business Unit	Journal ID	Project	Activity	Analysis Type	Source Type	Accounting Date	Date/Time	Contract	Contract Line Num	Billing Distribution Status	BU Amount
1	50100		0000095952	602	BLD	Q100	03/31/2016	04/05/2016 2:32:58AM	0293031		1 D	565.57
2	50100		0000095952	602	PAY		04/15/2016	04/27/2016 3:43:04PM			0 N	703.59
3	50100	0000255366	0000095952	602	ATE		04/29/2016	05/03/2016 7:08:02PM			0 N	84.44
4	50100	ALC00000001	0000095952	602	ATE		03/31/2016	04/04/2016 7:23:28PM	0293031		1 D	84.64
5	50100	ALC00000001	0000095952	602	ATE		04/30/2016	05/03/2016 7:08:02PM			0 N	71.13
6	50100	ALC00000002	0000095952	602	ATE		03/31/2016	04/04/2016 7:23:28PM	0293031		1 D	81.79
7	50100	ALC00000002	0000095952	602	ATE		04/30/2016	05/03/2016 7:08:02PM			0 N	68.74
8	50100	ALC00000003	0000095952	602	ATE		03/31/2016	04/04/2016 7:23:28PM	0293031		1 D	119.64
9	50100	ALC00000003	0000095952	602	ATE		04/30/2016	05/03/2016 7:08:02PM			0 N	100.54
10	50100	ALC00000004	0000095952	602	ATE		03/31/2016	04/04/2016 7:23:28PM	0293031		1 D	31.40
11	50100	ALC00000004	0000095952	602	ATE		04/30/2016	05/03/2016 7:08:02PM			0 N	26.38
12	50100	ALC00000005	0000095952	602	ATE		03/31/2016	04/04/2016 7:23:28PM	0293031		1 D	10.05
13	50100	ALC00000005	0000095952	602	ATE		04/30/2016	05/03/2016 7:08:02PM			0 N	8.45
14	50100	ALC00000006	0000095952	602	ATE		03/31/2016	04/04/2016 7:23:28PM	0293031		1 D	179.58
15	50100	ALC00000006	0000095952	602	ATE		04/30/2016	05/03/2016 7:08:02PM			0 N	150.92
16	50100	ALC00000007	0000095952	602	ATE		03/31/2016	04/04/2016 7:23:28PM	0293031		1 D	135.21
17	50100	ALC00000007	0000095952	602	ATE		04/30/2016	05/03/2016 7:08:02PM			0 N	113.63



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Contracts Billing Management Report

REVISED: 04/20/2020

DESCRIPTION:

Displays details of billing plans, including the events associated with those plans, the status of the events, and the amount of future billings.

RUN CONTROL PARAMETERS:

Business Unit
Contract Type
Contract Classification
Sold to Customer
Processing Status
Contract
Contract Admin
Billing Plan Status
Days to Event Date

OUTPUT FORMAT:

PDF
CSV

Screenshot of Contracts Billing Management Report Run Control Page

The screenshot shows a web-based application interface for running a report. At the top, there's a navigation bar with links for Favorites, Main Menu, Customer Contracts, Reports, and Billing Management. Below the navigation is a title 'Billing Management Report'. Underneath the title are several input fields and dropdown menus for specifying report parameters. A 'Run' button is located to the right of these fields. At the bottom, there are buttons for Save, Notify, Add, and Update/Display.

Run Control ID: Ad_Hoc

Report Manager Process Monitor Run

Contract Options

Business Unit: 50100 VA Dept of Transportation

Contract Type: %

Contract Classification: Standard

Sold To Customer: %

*Processing Status: Active

Contract: %

Contract Admin: [empty field] Enter a name or leave blank

Billing Options

Billing Plan Status: Pending

#Days to Event Date: [empty field] Enter number or leave blank

Save Notify Add Update/Display



Screenshot of Contracts Billing Management Report

Contracts Billing Management Report											Page 1 of 2
Business Unit:		50100 VA Dept of Transportation									4/21/2020
Sold To Customer	Contract	Contract Type	Bill Plan Id	Billing Method	Event Num	Event Type	Event Status	Milestone Event Origin	Milestone Nbr	Event Date	Amount
0000003249	0000001690	A	B101	Milestone	1	Date	Ready			5/21/2015	600,000.00
0000003249	0000001690	A	B101	Milestone	2	Date	Pending			6/21/2015	0.00
0000003249	0000001690	A	B101	Milestone	1	Date	Ready			8/3/2015	250,000.00
0000003249	0000001690	A	B101	Milestone	2	Date	Pending			7/15/2015	0.00
0000003431	0000001631	A	B102	Milestone	1	Date	Ready			7/17/2015	1,258,614.50
0000003431	0000001631	A	B102	Milestone	2	Date	Pending			8/28/2014	0.00
000010696	0000001910	A	B101	Milestone	1	Date	Ready			8/8/2018	80,000.00
000010696	0000001910	A	B101	Milestone	2	Date	Pending			9/8/2018	0.00
0000055001	0000001733	J	B101	Milestone	2	Date	Pending			5/14/2016	0.00
0000055001	0000001733	J	B101	Milestone	1	Date	Pending			3/10/2016	0.00
0000104118	0000001547	A	B101	Milestone	2	Date	Ready			9/8/2013	0.00
0000104118	0000001547	A	B101	Milestone	1	Date	Ready			8/8/2013	0.00
0000108360	0000001754	J	B101	Milestone	3	Date	Pending			10/12/2016	0.00
0000108360	0000001754	J	B101	Milestone	1	Date	Ready			8/12/2016	1,884,805.79
0000108360	0000001754	J	B101	Milestone	2	Date	Pending			9/12/2016	18,843,759.21
0000109309	0000001902	A	B101	Milestone	1	Date	Ready			7/26/2018	225,000.00
0000109309	0000001902	A	B101	Milestone	2	Date	Pending			8/26/2018	4,700,000.00
0000109309	0000001902	A	B101	Milestone	3	Date	Pending			7/26/2018	0.00
0000109309	0000001902	A	B102	Milestone	2	Date	Pending			8/26/2018	4,700,000.00
0000109309	0000001902	A	B102	Milestone	3	Date	Pending			7/26/2018	0.00
0000109309	0000001902	A	B102	Milestone	1	Date	Ready			7/26/2018	225,000.00
0000109309	0000001941	A	B101	Milestone	3	Date	Pending			10/16/2018	0.00
0000109309	0000001941	A	B102	Milestone	1	Date	Ready			10/16/2018	623,075.00
0000109309	0000001941	A	B102	Milestone	2	Date	Pending			11/16/2018	0.00
0000119657	0000001863	R	B101	Milestone	1	Date	Ready			12/4/2017	200,000.00
0000119657	0000001863	R	B101	Milestone	2	Date	Pending			1/4/2018	0.00
0000128175	0000001658	A	B101	Milestone	1	Date	Pending			1/14/2015	50,000.00
0000128175	0000001658	A	B101	Milestone	2	Date	Pending			2/14/2015	0.00
0000128175	0000001662	A	B101	Milestone	1	Date	Ready			1/14/2015	236,877.00
0000128175	0000001662	A	B101	Milestone	2	Date	Pending			2/14/2015	0.00
0000128175	0000001663	A	B101	Milestone	1	Date	Ready			1/14/2015	1,299,473.00
0000128175	0000001663	A	B101	Milestone	2	Date	Pending			2/14/2015	0.00
0000128175	0000001664	A	B101	Milestone	2	Date	Pending			2/14/2015	0.00
0000128175	0000001664	A	B101	Milestone	1	Date	Ready			1/14/2015	342,374.00
0000128175	0000001665	A	B101	Milestone	1	Date	Ready			1/14/2015	130,170.00
0000128175	0000001665	A	B101	Milestone	2	Date	Pending			2/14/2015	0.00
0000130958	0000001671	A	B101	Milestone	2	Date	Pending			6/21/2015	0.00
0000134423	0000001650	G	B101	Milestone	1	Date	Ready			5/21/2015	1,270,810.00
0000134423	0000001650	G	B101	Milestone	2	Date	Pending			10/17/2014	395,398.16
0000134423	0000001650	G	B103	Milestone	2	Date	Ready			11/17/2014	0.00
0000134423	0000001650	G	B103	Milestone	2	Date	Ready			7/19/2015	0.00

Private and Confidential

Note: This report displays billing plans with open events only.



Contracts Prepaid Management Report (RPA149) –BI Publisher Report

REVISED: 02/27/2017

DESCRIPTION:

This report displays the details of prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining. The report can be used to monitor contract prepayments by customer, contract, source, and type, in addition to the purchase, remaining, and committed amounts. The details of the report are determined by the criteria entered on the Prepaid Balance Report run control page.

NAVIGATION PATH:

Main Menu > Customer Contracts > Reports > Prepaid Management

RUN CONTROL PARAMETERS:

Business Unit
Contract Type (% for all)
Contract Classification
Sold To Customer (% for all)
Processing Status
Contract (% for all)
Contract Admin
Prepaid Balance Status
Hold (% for all)
Prepaid Transaction Type
#Days Prior to Expiration Date

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Prepaid Balance Report - Run Control Page

The screenshot shows the 'Prepaid Balance Report' run control page. At the top, there's a navigation bar with 'Main Menu > Customer Contracts > Reports > Prepaid Management'. Below the navigation is a title 'Prepaid Balance Report'. The main area contains two sections: 'Contract Options' and 'Prepaid Options'. The 'Contract Options' section includes fields for Business Unit (50100), Contract Type (%), Contract Classification (Standard), Sold To Customer (%), Processing Status (Active), Contract (%), and Contract Admin. The 'Prepaid Options' section includes fields for Prepaid Balance Status, Hold (%), Prepaid Transaction Type, and #Days Prior to Expiration Date. At the bottom, there are buttons for Save, Notify, Add, and Update/Display.



Screenshot of the Contracts Prepaid Management Report

ORACLE <u>Contracts Prepaid Management Report</u>								Page 1 of 5
								1/23/2020
Business Unit:		50100 VA Dept of Transportation						
Contract Currency:		USD						
Sold To Customer	Contract	Billing Utilization Description	Purchase Order	Expiry Date	Depleted Date	Purchased Amount	Remaining Amount	Committed Amount
00000003001	0000001883	PPD Bal#1 of Contr# 0000001883		3/1/2019		212,000.00	66,469.68	0.00
00000003001	0000001897	PPD Bal#1 of Contr# 0000001897		6/6/2019	11/2/2018	350,000.00	0.00	0.00
00000003005	0000001721	PPD Bal#1 of Contr# 0000001721		3/16/2017		30,000.00	30,000.00	0.00
00000003006	0000001825	PPD Bal#1 of Contr# 0000001825		4/17/2018	11/2/2017	125,000.00	0.00	0.00
00000003006	0000000061	PPD Bal#1 for 0000000061			11/1/2013	870,000.00	0.00	0.00
00000003006	0000000001	PPD Bal#1 for 0000000001				1,606.89	0.00	0.00
00000003154	0000001995	PPD Bal#1 of Contr# 0000001995		7/31/2020		600,000.00	399,214.36	302,763.55
00000003154	0000002003	PPD Bal#1 of Contr# 0000002003		8/22/2020		261,000.00	261,000.00	0.00
00000003154	0000002012	PPD Bal#1 of Contr# 0000002012		10/30/2020		400,000.00	400,000.00	0.00
00000003249	0000001654	PPD Bal#1 of Contr# 0000001654		10/24/2015	6/28/2019	2,762,892.00	0.00	0.00
00000003249	0000001654	PPD Bal#2 of Contr# 0000001654		5/22/2016		264,358.00	138,706.55	0.00
00000003249	0000001680	PPD Bal#1 of Contr# 0000001680		5/22/2016		600,000.00	132,903.35	0.00
00000003249	0000001689	PPD Bal#1 of Contr# 0000001689		8/4/2016	5/2/2016	239,890.08	0.00	0.00
00000003249	0000001702	PPD Bal#1 of Contr# 0000001702		10/7/2016	10/3/2017	2,000,000.00	0.00	0.00
00000003249	0000001702	PPD Bal#2 of Contr# 0000001702		12/2/2016	9/4/2019	1,000,000.00	0.00	0.00
00000003249	0000001654	PPD Bal#3 of Contr# 0000001654		2/12/2017		547,300.00	547,300.00	0.00
00000003249	0000001689	PPD Bal#2 of Contr# 0000001689		6/22/2017	5/2/2017	250,000.00	0.00	0.00
00000003249	0000001689	PPD Bal#3 of Contr# 0000001689		6/23/2017	5/2/2017	200,000.00	0.00	0.00
00000003249	0000001689	PPD Bal#4 of Contr# 0000001689		8/7/2019	1/3/2019	715,000.00	0.00	0.00
00000003249	0000001654	PPD Bal#4 of Contr# 0000001654		12/27/2019		250,000.00	250,000.00	0.00

Private and Confidential



Disaster Report (RPA109)

REVISED: 02/27/2017

DESCRIPTION:

This report provides specific expenditure details for all projects denoted with a disaster number and disaster indicator on the project record. The report can be run in summary or detail format and provides Fiscal Year-to-Date and Life-to-Date expenditures.

NAVIGATION PATH:

Main Menu > Project Costing > Reports > Disaster Report

RUN CONTROL PARAMETERS:

Business Unit
Disaster Number
Date From
Report Options (Summary, Detail)

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

A Disaster Number is not specified when running the Summary Report. The Summary Report returns all disasters and their related projects. For each disaster, all the related projects are returned, grouped by their related Disaster Number, identified by their District and FIPS, with expenditures reported both Fiscal Year-to-Date and Life-to-Date. The Summary Report also provides expenditures charged to projects that are identified as related to a disaster but, when charged, the Disaster Number was omitted from the charge distribution. A Disaster Number must be specified when running the Detail Report.

The Detail Report provides all projects related to a specified Disaster Number. Each project will have one or more expenditures rows with detail charge distribution and expenditures.

Screenshot of the Disaster Report - Run Control Page, Summary Report Option

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Reports ▾ > Disaster Report

Disaster Report

Disaster Report

Run Control ID: Disaster_Report Report Manager Process Monitor Run

Report Request Parameters

*Business Unit: 50100	Report Options
Disaster Number:	<input checked="" type="radio"/> Summary
*Date From: 01/01/2020	<input type="radio"/> Detail

Buttons: Save, Notify, Add, Update/Display



Screenshot of the RPA109 Disaster Report – Summary Report Option

Report ID: RPA109		Commonwealth of Virginia DISASTER REPORT - SUMMARY			Run Date: 01/23/2020 Run Time: 04:54 00	
Business Unit: 50100 Date From: 01/01/2020		Page No. 1 of 3				
Disaster Number	Project ID	District	FIPS	Fiscal YTD Expenditures	LTD Expenditures	
70606	0000078825	Staunton	\$	309.17	\$	309.17
	0000100379	Fredericksburg		855.51		855.51
	0000100572	Richmond		3,402.44		3,402.44
	0000104161	Fredericksburg		26.82		26.82
	0000107785	Hampton Roads		342.00		342.00
	0000108249	Richmond		407.96		407.96
	0000108309	Richmond		3,178.24		3,178.24
	0000108310	Richmond		81,855.82		81,855.82
	0000108310	Richmond	041	117.00		117.00
	0000108556	Richmond		278,150.15		278,150.15
	0000109087	Richmond		1,740.56		1,740.56
	0000109087	Richmond	149	58,411.66		58,411.66
	0000109130	Culpeper		10,306.08		10,306.08
	0000109149	Fredericksburg	101	8,503.80		8,503.80
	0000109149	Fredericksburg	115	41,496.35		41,496.35
	0000109373	Staunton		41,331.71		41,331.71
	0000109752	Hampton Roads		627,952.21		627,952.21
	0000109752	Hampton Roads	810	2,787.72		2,787.72
	0000109753	Richmond		637,659.77		637,659.77
	0000109760	Northern Virginia		107,687.61		107,687.61
	0000109761	Fredericksburg		12,396.75		12,396.75
	0000109762	Hampton Roads		393,295.92		393,295.92
	0000109763	Richmond		53,240.08		53,240.08
	0000109770	Northern Virginia		708,011.96		708,011.96
	0000109771	Fredericksburg		13,301.45		13,301.45
	0000109775	Central Office		177,711.35		177,711.35
	0000109852	Fredericksburg		36,853.11		36,853.11
	0000109852	Fredericksburg	101	475.32		475.32
	0000109852	Fredericksburg	177	1,373.54		1,373.54
	0000110423	Richmond		157,057.67		157,057.67
	0000110646	Richmond		1,802.11		1,802.11
	0000110647	Richmond		6,415.78		6,415.78
	0000110667	Richmond		312.85		312.85
	0000110706	Richmond	025	381.41		381.41
	0000111099	Staunton		7,827.83		7,827.83
	0000111100	Staunton		2,308.39		2,308.39
	0000111101	Staunton		4,248.34		4,248.34
	0000111108	Fredericksburg		441.38		441.38
	0000111109	Richmond		271,353.52		271,353.52
	0000111110	Richmond		81,237.28		81,237.28
	0000111111	Richmond		47,718.19		47,718.19
	0000111112	Richmond		2,961.81		2,961.81
	0000111113	Richmond		625.28		625.28
	0000111125	Richmond		43.15		43.15
	0000111128	Richmond		2,086.73		2,086.73
	0000111292	Richmond		112.55		112.55



Screenshot of the Disaster Report - Run Control Page, Detail Report Option

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Reports ▾ > Disaster Report

Disaster Report

Disaster Report

Run Control ID: Disaster_Report Report Manager Process Monitor Run

Report Request Parameters

*Business Unit: 50100	Report Options
Disaster Number: 70629	<input type="radio"/> Summary
*Date From: 01/01/2020	<input checked="" type="radio"/> Detail

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display



Screenshot of the RPA109 Disaster Report - Detail Report Option

Fiscal Accounting						
<u>Project ID</u>	<u>Dept ID</u>	<u>FIPS</u>	<u>Activity</u>	<u>Year</u>	<u>Date</u>	<u>Expenditures</u>
0000083531	15032	700	71500	2020	01/15/2020	\$ 675.41
	15032	700	71500	2020	01/07/2020	1,607.73
	15032	700	71500	2020	01/15/2020	289.78
	15032	700	71500	2020	01/15/2020	311.16
	15032	700	71500	2020	01/15/2020	147.40
	15032	700	71500	2020	01/15/2020	309.58
	15032	700	71500	2020	01/09/2020	570.48
	15032	700	71500	2020	01/15/2020	248.59
	15032	700	71500	2020	01/15/2020	418.43
	15032	700	71500	2020	01/15/2020	71.08
	15032	700	71500	2020	01/15/2020	928.07
	15032	700	71500	2020	01/15/2020	886.37
	15032	700	71500	2020	01/15/2020	220.44
	15087	700	66225	2020	01/06/2020	53,842.05
	15087	700	76231	2020	01/15/2020	90.80
	15088	700	72500	2020	01/15/2020	769.64
	15088	700	72500	2020	01/21/2020	250.00
	15088	700	72500	2020	01/15/2020	1,577.17
	15088	700	72500	2020	01/15/2020	124.80
	15088	700	71500	2020	01/06/2020	725.35
	15088	700	71500	2020	01/06/2020	725.35
	15088	700	63500	2020	01/06/2020	11,811.36
	15088	700	62500	2020	01/07/2020	1,200.00
	15088	700	62500	2020	01/07/2020	8,400.00
	15088	700	62500	2020	01/07/2020	1,000.00
	15088	700	62500	2020	01/07/2020	1,000.00
	15088	700	62500	2020	01/07/2020	17,330.00
	15088	700	61500	2020	01/06/2020	67,803.82
	15088	700	60000	2020	01/06/2020	8,528.31
	15089	76225		2020	01/15/2020	69.25
	15089	70000		2020	01/15/2020	1,928.06
	15089	66200		2020	01/15/2020	280.28
	15089	76231		2020	01/08/2020	33,446.24
	15089	76231		2020	01/08/2020	10.63
	15089	66200		2020	01/15/2020	374.06
	15089	75150		2020	01/07/2020	447.68
	15089	75150		2020	01/08/2020	1,102.65
	15089	75150		2020	01/02/2020	1,243.95
	15089	75150		2020	01/02/2020	1,285.95
	15089	76225		2020	01/15/2020	1,112.24
	15089	76225		2020	01/15/2020	2,532.96
	15089	76225		2020	01/15/2020	1,848.42
	15089	650	76225	2020	01/15/2020	612.04
	15089	650	72500	2020	01/15/2020	433.00
	15089	700	72500	2020	01/16/2020	636.53



Expenditures Allocations Report (RPA091)

REVISED: 02/27/2017

DESCRIPTION:

This report provides a listing of all projects for which expenditures have exceeded a specified percentage of the project budget. The report also shows the variance between budgeted amounts and funded amounts, as well as budgeted amounts and expended amounts. The report can be used to identify projects that have exceeded budget in combination with a number of various additional parameters.

NAVIGATION PATH:

Main Menu > Project Costing > Reports > Expenditures Allocations

RUN CONTROL PARAMETERS:

Business Unit
Responsible Department
As of Date
Project Category
Project Status (Active, Inactive)
Details [checkbox]

OUTPUT FORMAT:

PDF
CSV

Report Options:

Expenditure % of Budget
Variance Between Budget and Expenditure Equal to 0
Project Budget to Fund Source Variation Not Equal to 0
Projects with no Transactions 12 Months Prior to As of Date
exp

Screenshot of the Expenditures Allocations Report - Run Control Page, Details Unchecked

The screenshot displays the 'Expenditures Allocations Report' run control page. At the top, there's a navigation bar with 'Main Menu' and 'Project Costing' dropdowns, followed by 'Reports' and 'Expenditures Allocations'. Below the navigation is a title bar with 'Expenditures Allocations Rpt' and the report name. The main area has tabs for 'Run Control ID' (selected), 'Expenditures_Allocation', 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Report Parameters' section contains fields for 'Business Unit' (50100), 'Responsible Department' (empty), 'Project Category' (empty), 'As Of Date' (01/24/2020), and 'Project Status' (empty). A 'Details' checkbox is located here, with a red box highlighting its position. The 'Report Options' section includes radio buttons for 'Expenditure % of Budget' (selected), 'Variance Between Budget and Expenditure Equal to 0', 'Project Budget to Fund Source Variation Not Equal to 0', and 'Projects with no Transactions 12 Months Prior to As of Date'. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the RPA091 Expenditures Allocations Report

Commonwealth of Virginia EXPENDITURES ALLOCATIONS REPORT					
Report ID: RPA091					
Run Date: 01/24/2020 Run Time: 08:45 00					
Page No. 1 of 528					
Business Unit 50100 : VA Dept of Transportation Responsible Dept 99999 : VDOT Statewide Project Category ALL Project Status ALL As of Date 01/24/2020 Report Option Expenditure % of Budget Percent of Budget 0.001 Detail No					
Variance % Expended To Proj Budget					
Project ID	Project Budget	Expenditures	Expenditures to Project Budget		
0000000015	\$ 14,487,583.61	\$ 14,487,590.52	\$ (6.91)	100.000	
0000000016	2,425,954.41	2,425,954.41	0.00	100.000	
0000000029	7,398,335.04	926,700.46	6,471,634.58	12.526	
0000000053	1,924,378.33	2,329,485.98	(405,107.65)	121.051	
0000000084	107,617,433.00	116,453,311.21	(8,835,878.21)	108.210	
0000000084	0.00	7,056,140.91	(7,056,140.91)	0.000	
0000000098	2,944,407.16	2,942,552.60	1,854.56	99.937	
0000000099	3,572,423.54	3,322,423.55	249,999.99	93.002	
0000000157	2,252,716.78	1,787,173.92	465,542.86	79.334	
0000000177	2,535,000.50	2,535,454.95	(454.45)	100.018	
0000000190	88,780,209.60	92,225,618.67	(3,445,409.07)	103.881	
0000000191	47,320,621.15	47,320,621.15	0.00	100.000	
0000000192	3,110,255.98	3,649,740.98	(539,485.00)	117.345	
0000000195	8,922,782.00	8,922,781.81	0.19	100.000	
0000000200	4,714,262.62	1,219,431.62	3,494,831.00	25.867	
0000000204	2,209,827.46	2,899,389.03	(689,561.57)	131.204	
0000000206	3,099,999.51	55,174,006.31	(52,074,006.80)	1779.807	
0000000209	6,211,414.10	3,062,079.02	3,149,335.08	49.298	
0000000222	2,933,732.06	3,018,071.88	(84,339.82)	102.875	
0000000241	725,894.81	725,894.81	0.00	100.000	
0000000253	17,421,114.00	9,560,051.10	7,861,062.90	54.876	
0000000255	5,355,412.62	5,351,411.81	4,000.81	99.925	
0000000260	2,601,032.00	2,657,499.99	(56,467.99)	102.171	
0000000293	4,541,054.43	5,050,732.15	(509,677.72)	111.224	
0000000313	9,558,802.55	9,471,787.04	87,105.51	99.089	
0000000358	0.00	25,859.33	(25,859.33)	0.000	
0000000363	656,449.46	727,354.19	(70,904.73)	110.801	
0000000374	3,604,137.47	3,604,137.47	0.00	100.000	
0000000436	289.00	289.42	(0.42)	100.145	
0000000531	4,124,696.12	4,124,696.12	0.00	100.000	
0000000558	2,565,747.47	2,704,916.98	(139,169.51)	105.424	

Screenshot of the Expenditures Allocations Report - Run Control Page, Details Checked

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Reports ▾ > Expenditures Allocations

Expenditures Allocations Rpt

Expenditures Allocations Report

Run Control ID: Expend_Alloc_Detail Report Manager Process Monitor Run

Report Parameters

*Business Unit: 50100	<input type="text"/>
Responsible Department: 19000	<input type="text"/>
Project Category: BRDG	<input type="text"/>
*As Of Date: 01/24/2020	<input type="text"/>
Project Status: Active	<input type="button" value="▼"/>
<input checked="" type="checkbox"/> Details	

Report Options

<input type="radio"/> Expenditure % of Budget	<input type="text"/> %
<input type="radio"/> Variance Between Budget and Expenditure Equal to 0	
<input type="radio"/> Project Budget to Fund Source Variation Not Equal to 0	
<input type="radio"/> Projects with no Transactions 12 Months Prior to As of Date	



Screenshot of the RPA091 Expenditures Allocations Report - with Details

Commonwealth of Virginia EXPENDITURES ALLOCATIONS REPORT						
				Run Date: 01/24/2020 Run Time: 08:56 00		
				Page No. 1 of 14		
Business Unit	50100 : VA Dept of Transportation	Responsible Dept	19000 : Northern Virginia Dist Office	Project Category	BRDG	Project Status
As of Date	01/24/2020	Report Option	Expenditure % of Budget	Percent of Budget	0.00%	Detail
Yes						
Project ID	Dept ID	Fund	Program	PIPS	Project Budget	Expenditures
		\$			\$ 24,788,100.00	\$ 25,119,315.32
Project	Dept ID	Fund	Program	PIPS	Variance % Expended To Proj Budget	
0000013453					(331,215.32)	101.336
0000013453	19000	04720	603002		0.00	25,117,156.51
0000013453	19000	04720	603002	059	0.00	(2,158.81)
0000013453	919000	04720	603002		14,562,973.00	0.000
0000013453	919000	04720	603004		10,225,127.00	0.000
0000018136					262,402,344.02	1.01
0000018136	11101	04720	603003	191	0.00	2,618.82
0000018136	19000	04720	603003		0.00	(261,788,066.53)
0000018136	19000	04720	603003	013	0.00	(105.06)
0000018136	19000	04720	603003	059	0.00	34,650.11
0000018136	19000	04720	603003	193	0.00	(34,650.11)
0000018136	19000	04720	603003	510	0.00	51,104.75
0000018136	19000	04720	603003	600	0.00	(51,104.75)
0000018136	19010	04720	603002	153	0.00	524,512.65
0000018136	19072	04720	603003		0.00	(524,512.65)
0000018136	919000	04720	603002		71,129,964.00	0.000
0000018136	919000	04720	603003		191,272,380.02	0.000
0000018857					7,586,234.00	1,010,711.04
0000018857	19000	04720	603003	059	0.00	6,575,522.96
0000018857	919000	04720	603004		8,362,747.00	(6,575,522.96)
0000018857	919000	04720	603023		(776,513.00)	0.000
0000068757					81,631,075.00	93,135,652.04
0000068757						(11,504,577.04)
0000068757						114.093



Federal Accrued Unbilled Cost by Type of Exception Report (VPAR113)

REVISED: 02/27/2017

DESCRIPTION:

This report provides contracts for which expenditures are accruing, but are not able to be billed to the Federal government. This report can be used to determine if authorizations for a Federal project should be increased.

NAVIGATION PATH:

Main Menu > Customer Contracts > Reports > Fed Acc Unbilled CostException

RUN CONTROL PARAMETERS:

Business Unit

OUTPUT FORMAT:

PDF

CSV

Screenshot of the VPAR113 Federal Accrued Unbilled Cost by Type of Exception - Run Control Page



The screenshot shows a web-based application interface for running the VPAR113 report. At the top, there's a navigation bar with 'Favorites' and 'Main Menu' dropdowns, followed by a breadcrumb trail: 'Customer Contracts > Reports > Fed Acc Unbilled CostException'. Below the navigation is a header bar with the title 'Fed Accrued Unbilled Cost by Type of Exception'. The main content area contains several input fields and buttons. On the left, there's a 'Run Control ID' field labeled 'Fed_Accr_Unbill_Cost_Type_Excp'. To its right are links for 'Report Manager' and 'Process Monitor', and a large orange 'Run' button. Below this row is a search bar containing the value '50100' with a magnifying glass icon. At the bottom of the page are several action buttons: 'Save' (with a disk icon), 'Notify' (with an envelope icon), 'Add' (with a plus sign and document icon), and 'Update/Display' (with a pencil and document icon).



Screenshot of the VPAR113 Federal Accrued Unbilled Cost by Type of Exception Report

Commonwealth of Virginia FEDERAL ACCRUED UNBILLED COST BY TYPE OF EXCEPTION REPORT				
Run Date: 01/24/2020 Run Time: 09:22:09				
Report ID: VPAR113				
Page No. 1 of 46				
As of Date	01/24/2020	Obligated Amount	0,235,019,703.00	
Business Unit	60100 VA Dept of Transportation	Processed Amount	3,437,561,600.91	
Federal Fiscal Year	2020	Less: Out of Period Amount	5,130,763.00	
SUMMARY SECTION:				
Items for Projects with Advanced Construction.				
Obligated Amount	0,235,019,703.00			
Processed Amount	3,437,561,600.91			
Less: Out of Period Amount	5,130,763.00			
Total Processed Amount	3,432,430,737.91			
Items for Projects with Exceeded Agreement and Outside Period of Performance.				
Excess Amount	324,500,000.00			
Less: Items for Emergency Relief (ER) Project	0.00			
Net Excess Amount	324,500,000.00			
Out Of Period Amount	2,349,526.20			
Less: Items for Emergency Relief (ER) Project	0.00			
Net Out Of Period Amount	2,349,526.20			
Advanced Construction Detail:				
SUSPENSE TYPE: ADC				
Federal Project #	Description	Processed Amount	Out of Period Amount	Obligated Amount
111230	KHPP-00011100	0.00	0.00	579,237.00
CA1231	KHPP-CA01231*IN-ACTIVE*	0.00	0.00	493,620.00
0005145	TRA0005145	63.15	0.00	56,057.00
0005146	STP0005146	17,224,850.85	0.00	21,131,565.00
0005217	STP0005217	0.00	0.00	5,045,765.00
0005235	TRA-0005235	0.00	0.00	0.00
0005241	HSIP-0005241	0.00	0.00	276,930.00
0005256	STP-0005256	2,420.44	0.00	328,786.00
0005257	STP-0005257	471,133.75	0.00	263,813.00
0005260	STP-0005260	0.00	0.00	742,233.00
0005277	KH-0005277	0.00	0.00	63,495,963.00
0005293	KH-0005293	0.00	0.00	16,000,000.00
0005294	KHPP-0005294	0.00	0.00	44,264.00
0005295	KHPP-0005295	0.00	0.00	407,200.00
0005296	KHPP-0005296	0.00	0.00	270,000.00
0005300	STP-0005300	0.01	(2,610.00)	1,309,761.00
0005303	RNDS-369-057	172.15	172.15	2,035,285.00
0005310	STP-0005310	0.00	0.00	3,313,934.00
0005318	STP-0005318	970,533.68	0.00	5,735,391.00
0005320	HSIP-0005320	0.00	0.00	49,000.00
0005321	STP-0005321	26,979,059.29	0.00	34,060,988.64
0005324	STP-0005324	0.00	0.00	6,340,000.00
0005328	KHPP-0005328	19,094,394.42	0.00	23,876,462.00
0005329	KHPP-0005329	413,235.42	0.00	1,040,000.00
0005330	KHPP-0005330*SKRENTRKRNALNOTE	23,361,782.09	0.00	49,757,785.00
0005340	HSIP-0005340	0.00	0.00	3,240,000.00
0005341	HSIP-0005341	0.00	0.00	0.00
0005342	HSIP-0005342	0.00	0.00	0.00
0005343	KHPP-0005343	49,019,121.74	0.00	214,235,294.00
0005345	KHPP-0005345	0.00	0.00	5,000,000.00
0005348	STP-0005348	182,106.64	0.00	450,000.00
0005349	STP-0005349	263,194.66	0.00	276,300.00



Screenshot of the VPAR113 Federal Accrued Unbilled Cost by Type of Exception Report
(continued)

Over the Limit (Exceeded Agreement) and Out of Period of Performance Detail .					
Federal Project#	Description	Excess Amount Without RRP	Excess Amount With RRP	Outside Period Without RRP	Outside Period With RRP
0005153	TRA-0005153	8,294.93	0.00	0.00	0.00
0005164	TRA0005164	23.22	0.00	0.00	0.00
0005166	STP0005166	91,703.42	0.00	0.00	0.00
0005205	STP0005205	693.35	0.00	0.00	0.00
0005210	STP0005210	102.99	0.00	0.00	0.00
0005221	HSP-0005221	14,186.21	0.00	0.00	0.00
0005223	VIXT's Workforce Developmt Prog	974.18	0.00	0.00	0.00
0005236	TRA-0005236	402.40	0.00	0.00	0.00
0005241	HSIP-0005241	63,332.68	0.00	0.00	0.00
0005287	GJT-0005287	765.87	0.00	0.00	0.00
0005313	OC-0005313	7,411.63	0.00	0.00	0.00
0005324	STP-0005324	5,530,809.48	0.00	(623,752.80)	0.00
0005326	VNCAT-0005326	23,961.50	0.00	0.00	0.00
0005332	0005332	17,338.54	0.00	0.00	0.00
0005342	HSIP-0005342	0.00	0.00	299,196.26	0.00
0005345	HSPP-0005345	0.00	0.00	0.00	0.00
0005362	GJT-0005362	3,032.52	0.00	329.04	0.00
0005363	GJT-0005363	5,088.26	0.00	0.00	0.00
0014001	05594054	550.96	0.00	0.00	0.00
0015024	HR0015024	11,669,267.83	0.00	0.00	0.00
0015043	STP-0015043	58,854.35	0.00	0.00	0.00
0015048	HR0015048	90,047.00	0.00	0.00	0.00
0015050	STP-0015050	195,041.93	0.00	0.00	0.00
0015061	HR0015061	11,313.83	0.00	0.00	0.00
0027049	HSIP-0027049	19.45	0.00	0.00	0.00
0029001	TRA-MAMA-0029001-06	16,510.79	0.00	0.00	0.00
0038121	TRA0038121	10,289.04	0.00	0.00	0.00
0038123	HN0038123	1,289.99	0.00	0.00	0.00
0038139	HN-0038139	31,767.94	0.00	0.00	0.00
0038148	STP-0038148	138,793.24	0.00	0.00	0.00
0053119	HN-0053119	2.43	0.00	0.00	0.00
0053123	HN-0053123	425,519.58	0.00	0.00	0.00
0054011	TRA0054011*DMV OC*	3,812,167.13	0.00	0.00	0.00
0063005	TRA0063005	15,274.20	0.00	0.00	0.00
0063020	STP-0063020	1,064.39	0.00	0.00	0.00
0063028	HSIP-0063028	66.29	0.00	0.00	0.00
0072128	TAP-0072128	0.00	0.00	0.00	0.00
0073026	STP0073026	1.03	0.00	0.00	0.00
0073058	HR0073058	2,377.74	0.00	0.00	0.00
0073072	HSIP-0073072	0.71	0.00	0.00	0.00
0073075	HPP0073075	0.00	0.00	0.00	0.00
0078135	HN-0078135	24,243.63	0.00	0.00	0.00
0078151	STP-0078151	2,328.08	0.00	31.22	0.00
0078152	STP-0078152	2,597.15	0.00	0.00	0.00
0092028	HR0092028	116.43	0.00	0.00	0.00
0092029	HR0092029	44.58	0.00	0.00	0.00
0092035	HN-0092035	102,326.88	0.00	0.00	0.00
0092037	HR0092037	12,363.66	0.00	0.00	0.00
0092041	HN-0092041	192.97	0.00	0.00	0.00
0092044	STP-0092044	2,618.55	0.00	0.00	0.00
0092049	HN-0092049	0.00	0.00	0.00	0.00
0101016	STP-0101016	7,469.10	0.00	0.00	0.00
0101032	TAP-0101032	5,517.76	0.00	0.00	0.00
0101035	STP-0101035	54,731.78	0.00	0.00	0.00
0101037	STP-0101037	12,205.77	0.00	0.00	0.00
0101038	STP-0101038	0.00	0.00	0.00	0.00
0101040	STP-0101040	0.00	0.00	0.00	0.00
0101041	STP-0101041	157,353.84	0.00	0.00	0.00
0111005	HSIP-0111005	11,212.48	0.00	0.00	0.00
0112023	AC-STP-0112023	649.81	0.00	0.00	0.00
0112034	HN-0112034	45,379.93	0.00	0.00	0.00
0124028	TRA-0124028	0.06	0.00	0.00	0.00
0124031	HN0124031	9,084.16	0.00	0.00	0.00
0124044	TAP-0124044	6,570.48	0.00	0.00	0.00
0131059	STP-0131059	913,772.00	0.00	0.00	0.00
0131063	APD-0131063	125,371.84	0.00	0.00	0.00



Federal Contract Status Report (RPA119)

REVISED: 02/27/2017

DESCRIPTION:

This report provides total expenditures, participating and nonparticipating, the Federal share of expenditures and billed amount for a given Federal contract by related project. The report can be used as a contract administration tool to track the status of expenditures billed and not billed, advance amounts, not billed amounts, adjustments, etc. These can be tracked by Project, Phase, and Activity related to a Federal contract.

NAVIGATION PATH:

Main Menu > Customer Contracts > Reports > Federal Contract Status Report

RUN CONTROL PARAMETERS:

Business Unit
Contract

OUTPUT FORMAT:

PDF
CSV

Screenshot of the RPA119 Federal Contract Status Run Control

The screenshot shows a software interface for running the RPA119 report. At the top, there's a navigation bar with 'Favorites', 'Main Menu' (selected), 'Customer Contracts', 'Reports', and 'Federal Contract Status Report'. Below this is a sub-menu for 'Fed Contract Status Report'. The main area has two input fields: 'Run Control ID' (set to 'Fed_Contr_Status') and 'Business Unit' (set to '50100'). There's also a 'Contract' field containing 'p015039'. To the right of these fields are buttons for 'Report Manager', 'Process Monitor', and a large orange 'Run' button. At the bottom, there are several action buttons: 'Save' (with a floppy disk icon), 'Notify' (with an envelope icon), 'Add' (with a plus sign icon), and 'Update/Display' (with a pencil icon).



Screenshot of the RPA119 Federal Contract Status Report

Commonwealth of Virginia FEDERAL CONTRACT STATUS REPORT									
Report ID: RPA119									
Run Date: 01/24/2020 Run Time: 09:12 00									
Business Unit: 50100 Contract Number: 0015039									
Page No. 1 of 2									
<u>Contract Information</u>									
Contract Number: 0015039-HRRR-0015039					Status: FV ACCEPTED	Proposal Id: 564,554.71			
<u>Current Rate Details</u>									
Line#	Rate	Operating Unit	Billable Ind	Rate Amt	End Dt	Hold Flag	Hold Reason	Hold Date	Hold Oprid
1					N				
<u>Transaction Limit Summary</u>									
Line#	Approp	Seq	Rate	Obligated Amount	Billed Amount	Not Billed Amount	Exceeded Amount	Out of Period Amount	
1	LS20	1	0.90000	64,554.71	64,554.71	0.00	0.00	0.00	
<u>Manual Billing Adjustments</u>									
Line#	Approp		Adjusted Amount						
1	LS20		0.00						
<u>Participating Project Details</u>									
BusUnit	ProjectID	Phase	Total Expenditures	Total Part Expenditures					
50100	0000095411	9104	71,727.38	71,727.38					
<u>Processed Activity Details</u>									
Phase	Project	OperUnit	Act	Total Expenditure	Billed Amount	Not Billed Amount	Exceeded Amount	Advance Amount	Out of Period Bill Amt
9104	0000095411	4	64211	39,446.98	0.00	0.00	0.00	0.00	0.00
			64201	1,285.50	0.00	0.00	0.00	0.00	0.00
			64211	1,367.60	0.00	0.00	0.00	0.00	0.00
			64211	1,230.85	0.00	0.00	0.00	0.00	0.00
			64211	29,632.97	0.00	0.00	0.00	0.00	0.00
			64213	26,670.59	0.00	0.00	0.00	0.00	0.00
			64213	1,206.32	0.00	0.00	0.00	0.00	0.00
			Operating Unit (%) Total	71,727.38	64,554.71	0.00	0.00	0.00	0.00
			Project (0000095411) Total	71,727.38	64,554.71	0.00	0.00	0.00	0.00

Screenshot of the RPA119 Federal Contract Status Report (continued)

Page No. 2 of 2									
Phase (9104) Total 71,727.38 64,554.71 0.00 0.00 0.00 0.00									
<u>Unprocessed/non-participating Activity Summary</u>									
Phase	Project	Operating Unit Act	Total Expenses	Outof Auth Exp	Attached Contract	Line#	Rate Amount		
9101	0000095411	718	0.00	817.53					
Operating Unit () Total 0.00 817.53									
Project (0000095411) Total 0.00 817.53									
Phase (9101) Total 0.00 817.53									
Phase	Project	Operating Unit Act	Total Expenses	Outof Auth Exp	Attached Contract	Line#	Rate Amount		
9104	0000095411	74211	319.88	0.00					
Operating Unit () Total 319.88 0.00									
Project (0000095411) Total 319.88 0.00									
Phase (9104) Total 319.88 0.00									
End of Report									



Financial Summary by Program Report (RPA096)

REVISED: 02/27/2017

DESCRIPTION:

This report provides budget expenditure data for projects and cost centers. The report displays data for each detail department value and can be run for Fiscal Year-to-Date and Life-to-Date. The report can be used to monitor the status of budget to actual expenditures for a specified Department ID (including related lower level Department IDs) and a specified Program. For example, a typical combination of Department ID and Program could be a Residency-wide Department ID and Program 6040, Highway Maintenance and Operations.

NAVIGATION PATH:

Main Menu > Project Costing > Reports > Financial Summary by Program

RUN CONTROL PARAMETERS:

SetID
GL Business Unit
Program
Department
Fiscal Year
Period
Project Budget and Expenditure (Fiscal Year, Life to Date)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Financial Summary by Program - Run Control Page

The screenshot shows the 'Financial Summary by Program' report setup screen. At the top, the navigation path is displayed: Favorites ▾ > Main Menu ▾ > Project Costing ▾ > Reports ▾ > Financial Summary by Program. The title 'Financial Summary by Program' is highlighted in blue. Below the title, the report name 'Financial Summary by Program' is shown in a large blue font. A toolbar at the top right includes 'Run Control ID Fin_Sum_by_Prog', 'Report Manager', 'Process Monitor', and a prominent orange 'Run' button. The main area is titled 'Report Request Parameters'. It contains fields for: *SetID (50100), *Fiscal Year (2019), *GL Business Unit (50100), *Period (1), *Program (6030), and *Department (10000). To the right of these fields is a dropdown menu titled 'Project Budget and Expenditures' with options 'Fiscal Year' (selected) and 'Life to Date'. At the bottom of the form are several buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the RPA096 Financial Summary by Program Report

		Commonwealth of Virginia FINANCIAL SUMMARY BY PROGRAM			
		Run Date: 01/24/2020 Run Time: 10:33 00			
		Page No. 1 of 4			
Dept ID	Description	Cost Cntr Description	Operational/Project Budget	Expenditures	Variance
10004	Structure & Bridges	12060010 Cell Tower Review, EngrCost	0.00	1,697.98	(1,697.98)
10004	Structure & Bridges	12130001 Highway Const Mgt & Dir	1,215,694.00	123,702.12	1,091,991.88
		Cost Center Total	1,215,694.00	125,400.10	1,090,293.90
		Project Total	0.00	0.00	0.00
		Total	1,215,694.00	125,400.10	1,090,293.90
10014	Financial Planning	44000010 CPR Bonds Construction Fund	0.00	143,965.67	(143,965.67)
		Cost Center Total	0.00	143,965.67	(143,965.67)
		Project Total	5,407,932.09	0.00	5,407,932.09
		Total	5,407,932.09	143,965.67	5,263,966.42
10015	Fiscal	12130001 Highway Const Mgt & Dir	0.00	470.28	(470.28)
10015	Fiscal	12200095 State of Good Repr Exprfrf 0472	0.00	(36,258.85)	36,258.85
10015	Fiscal	12200196 High Priority Projects 0472	0.00	(18,119.58)	18,119.58
10015	Fiscal	12200200 Constr Distr Grant 0401	0.00	(544,216.51)	544,216.51
10015	Fiscal	12200206 Constr Distr St & Fed 04720	0.00	(6,378,238.84)	6,378,238.84
10015	Fiscal	12200496 Legacy Constr Formula 04720	0.00	(38,036.17)	38,036.17
10015	Fiscal	12200596 Res Par Speclzd St/Ped 04720	0.00	5,871.90	(5,871.90)
10015	Fiscal	40400095 State of Good Repr Exprfrf 0401	0.00	1,638,570.85	(1,638,570.85)
10015	Fiscal	40400195 HI Priority Projts Exprfrf 0401	0.00	18,119.58	(18,119.58)
10015	Fiscal	40400295 Constr Distr Grant Exprfrf 0401	0.00	974,340.60	(974,340.60)
10015	Fiscal	40400395 Speclzd St & Fed Exprfrf 0401	0.00	8,467,070.15	(8,467,070.15)
10015	Fiscal	40400495 Legacy Constr Form Exprfrf 0401	0.00	(4,407,861.75)	4,407,861.75
		Cost Center Total	0.00	(719,268.34)	719,268.34
		Project Total	0.00	0.00	0.00



Funding Source Report (RPA150)

REVISED: 03/02/2020

DESCRIPTION:

This report provides total allocation amounts applied to specific funding sources, and this report can be run in Summary or Detail format. The report can be used to review the status of allocation Funding Sources as related to projects by Reporting Category.

NAVIGATION PATH:

Main Menu > Project Costing > Reports > Funding Source

RUN CONTROL PARAMETERS:

Business Unit
Funding Source
Project ID
Reporting Category
Report Type (Summary, Detail)

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

The Summary Report will show Funding Source, Amount Allocated, and Amount Remaining for all funding sources. The Detail Report can be run in multiple parameter combinations. Any combination will always require Funding Source, Reporting Category, or Project ID when the Detail Report Type is selected. When running a Detailed Report for all Fund Sources related to a single project, the sum of the amounts of all Fund Sources will equal the Project Budget reflected on other reports, such as the **Financial Summary – Project Expenditure by Account** and **Financial Summary – Project Expenditure by Activity** nVision reports.

Screenshot of the RPA150 Funding Source Report - Run Control Page by Business Unit, Summary Report Type Option

The screenshot displays the 'Funding Source Report' run control page. At the top, the navigation path is shown as: Favorites ▾ > Main Menu ▾ > Project Costing ▾ > Reports ▾ > Funding Source. Below this, the title 'Funding Source Report' is centered. To the right of the title are three buttons: 'Report Manager', 'Process Monitor', and a large orange 'Run' button. The main area contains several input fields and a report type selection. A red box highlights the 'Business Unit' field, which contains the value '50100'. To the right of this field is a search icon. Below the 'Business Unit' field are fields for 'Funding Source', 'Project ID', and 'Reporting Category', each with its own input box. To the right of these fields is a 'Report Type' section containing two radio buttons: 'Summary' (which is selected) and 'Detail'. At the bottom of the page are several action buttons: 'Save' (with a disk icon), 'Notify' (with an envelope icon), 'Add' (with a plus icon), and 'Update/Display' (with a pencil icon).



Screenshot of the RPA150 Funding Source Report by Business Unit, Summary Report Type Option

Commonwealth of Virginia FUNDING SOURCE REPORT - SUMMARY					
				Run Date: 01/24/2020	Run Time: 09:35 00
				Page No. 1 of 10	
Business Unit : 50100					
Funding Source Description Original Amount Amount Allocated Amount Remaining					
CNF150	Training - Federal	\$1,094,945.39	\$1,094,945.39	\$	0.00
CNS492	Right-of-Way Lease Proceeds	4,563,586.00	4,563,586.00		0.00
CF4100	FY2013 Portion Project Funding	20,683,265.00	20,683,265.00		0.00
CFGMB0	FY2013 Portion Project Funding	1,285,723.00	1,285,723.00		0.00
ENS804	MS4-Environmental NFWF Proj 108401	21,777,043.00	21,777,043.00		0.00
SF1151	FY17 State of Good Repair	2,297,198.00	2,297,198.00		0.00
SFB150	FY17 State of Good Repair	18,362,335.00	18,362,335.00		0.00
SFB151	FY17 State of Good Repair	4,590,583.00	4,590,583.00		0.00
SFP110	FY17 State of Good Repair	41,619,568.00	41,619,568.00		0.00
SS1000	FY17 State of Good Repair	80,193,250.00	80,193,250.00		0.00
SSP700	FY17 State of Good Repair	20,482,696.00	20,482,696.00		0.00
HFI100	FY17 High Priority Projects	6,898,549.00	6,898,549.00		0.00
HFI101	FY17 High Priority Projects	1,724,637.00	1,724,637.00		0.00
HF1150	FY17 High Priority Projects	49,474,162.00	49,474,162.00		0.00
HF1151	FY17 High Priority Projects	12,368,540.00	12,368,540.00		0.00
HS7100	FY17 High Priority Projects	1,891,124.00	1,891,124.00		0.00
IFF150	FY17 High Priority Projects	11,305,237.00	11,305,237.00		0.00
IFF151	FY17 High Priority Projects	2,826,309.00	2,826,309.00		0.00
GF1100	FY17 District Grant Program	58,875,799.00	58,875,799.00		0.00
GF1101	FY17 District Grant Program	14,718,945.00	14,718,945.00		0.00
GF1150	FY17 District Grant Program	34,938,376.00	34,938,376.00		0.00
GF1151	FY17 District Grant Program	8,734,594.00	8,734,594.00		0.00
GSO100	FY17 District Grant Program	280,043,317.00	280,043,317.00		0.00
CF2100	FY2013 Portion Proj Funding	138,075,737.00	138,075,737.00		0.00
CF2211	FY2013 Portion Project Funding	24,475,263.00	24,475,263.00		0.00
CFGMB0	FY2013 Portion Project Funding	17,143,268.00	17,143,268.00		0.00
CS2MB1	FY2013 Portion Project Funding	4,285,818.00	4,285,818.00		0.00
CS1101	FY2013 Portion Project Funding	3,176,989.00	3,176,989.00		0.00
TLS109	I-66 Inside Beltway CTB Resolution	62,000,000.00	62,000,000.00		0.00

Screenshot of the RPA150 Funding Source Report - Run Control Page by Project ID, Detail Report Type Option

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Reports ▾ > Funding Source

Funding Source

Funding Source Report

Run Control ID: Funding_Source Report Manager Process Monitor **Run**

Report Request Parameters

*Business Unit: 50100	Report Type:	<input type="radio"/> Summary
Funding Source:		<input checked="" type="radio"/> Detail
Project ID: 000000015		
Reporting Category:		

Buttons: Save, Return to Search, Notify, Add, Update/Display



Screenshot of the RPA150 Funding Source Report by Project ID, Detail Report Type Option

 Report ID: RPA150	Commonwealth of Virginia FUNDING SOURCE REPORT - DETAIL	Run Date: 01/24/2020 Run Time: 09:38 00
Business Unit : 50100		
Funding Source:		
Project ID: 0000000015 0095029F14		
Reporting Category:		
Fund Source	Description	Amount
CNS208	General Fund Allocations	\$ 838,491.00
CNS246	Priority Transportation Fund (PTF)	0.00
CNS301	Interstate Project Allocations	13,649,092.61
Total		\$ 14,487,583.61

Screenshot of the RPA150 Funding Source Report Run Control Page by Reporting Category, Detail Report Type Option

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Reports ▾ > Funding Source

Funding Source

Funding Source Report

Run Control ID: Funding_Source Report Manager Process Monitor Run

Report Request Parameters

*Business Unit: 50100	Report Type
Funding Source:	<input type="radio"/> Summary
Project ID:	<input checked="" type="radio"/> Detail
Reporting Category: MFED	

Save Return to Search Notify Add Update/Display



Screenshot of the RPA150 Funding Source Report by Reporting Category, Detail Report Type Option

Commonwealth of Virginia FUNDING SOURCE REPORT - DETAIL			
Report ID: RPA150		Run Date: 01/24/2020 Run Time: 09:47 00	
Business Unit : 50100			Page No. 1 of 151
Funding Source:			
Project ID:			
Reporting Category:MFID			
Project ID	Fund Source	Description	Amount
0000106014	MNS000	State Maintenance Funding	\$ 0.00
0000106014	CPI130	FY2014 Int Partn Project Funding	819,405.00
0000106014	CPI131	FY2014 Int Partn Project Funding	204,851.00
0000106014	CS0130	FY2015 Pri partn Project Funding	1,084,569.00
0000106019	MNS000	State Maintenance Funding	806,980.16
0000106391	MNS000	State Maintenance Funding	1,120.95
0000106391	MP0000	MN Federal	16,000.00
0000106391	MP0001	MN Federal Soft Match	9,000.00
0000106398	MNS000	State Maintenance Funding	1,726,981.66
0000106402	MNS000	State Maintenance Funding	31,990.30
0000106409	MNS000	State Maintenance Funding	0.00
0000106393	MNS000	State Maintenance Funding	77,353.46
0000106393	MP0000	MN Federal	1,681,708.00
0000106292	MP0001	MN Federal Soft Match	395,427.00
0000106405	MNS000	State Maintenance Funding	298,407.20
0000106847	MNS000	State Maintenance Funding	341,676.37
0000106241	MNS000	State Maintenance Funding	63.19
0000106241	MP0001	MN Federal Soft Match	273,839.00
0000106241	MP0000	MN Federal	2,004,747.20
0000106246	MNS000	State Maintenance Funding	7,600,681.46
0000106337	MNS000	State Maintenance Funding	3,955.55
0000106372	CPI161	FY2014 Statewd portion ProjPndng	2,000.00
0000106372	CPI160	FY2014 Statewd portion ProjPndng	8,000.00
0000106372	CS0160	FY2015 Pri portion Project Funding	1,162,310.00
0000106849	MNS000	State Maintenance Funding	1,681,718.89
0000106349	MNS000	State Maintenance Funding	1,660,563.48
0000106349	MP0000	MN Federal	182,560.00
0000106349	MP0001	MN Federal Soft Match	45,640.00
0000106360	MNS000	State Maintenance Funding	1,625,221.68
0000106330	MNS000	State Maintenance Funding	1,159,243.40
0000106331	MNS000	State Maintenance Funding	288,399.77
0000106318	MNS000	State Maintenance Funding	0.61
0000106318	MP0000	MN Federal	1,215,480.80
0000106318	MP0001	MN Federal Soft Match	308,870.20
0000106319	MNS000	State Maintenance Funding	20,841.15
0000106324	MNS000	State Maintenance Funding	495.38
0000106324	MP0000	MN Federal	469,317.60
0000106324	MP0001	MN Federal Soft Match	117,329.40
0000106353	MNS000	State Maintenance Funding	0.15
0000106353	MP2100	MAP 21 FY2013 Budget	1,098,400.00
0000106353	MP2108	FY15 CPO Adjustment, 45M	274,600.00
0000106353	MP0001	MN Federal Soft Match	88,362.00
0000106353	MP0000	MN Federal	353,411.20
0000106330	MNS000	State Maintenance Funding	3,670,626.67
0000106434	MNS000	State Maintenance Funding	595,888.46
0000106474	MNS000	State Maintenance Funding	842,092.12
0000089476	MNP003	Interstate Maintenance (IM) - Federal	266,990.00
0000089476	MNP004	National Highway System (NHS) - Federal	2,138,019.00
0000089476	MNP007	Equity Remax - Federal	450,000.00
0000089476	MP1100	MAP 21 FY2013 Hdgt	263,723.00
0000089476	MNS000	State Maintenance Funding	729,568.71
0000089476	MP2100	MAP 21 FY2013 Budget	181,800.00
0000089476	MP2108	FY15 CPO Adjustment, 45M	20,200.00
0000089476	MP0026	STP, Section 122 - Federal	2,480,567.00
0000089476	MP1100	MAP 21 FY2013 Hdgt	520,196.00
0000089476	MNS000	State Maintenance Funding	390,166.71
0000089476	MP2100	MAP 21 FY2013 Budget	481,600.00
0000089476	MP0000	MN Federal	22,600.00
0000089476	MP0001	MN Federal Soft Match	2,500.00
0000089477	MNS000	State Maintenance Funding	380,201.31
0000089481	MNS000	State Maintenance Funding	1,272,168.92



Limit Amount Report –BI Publisher Report

REVISED: 02/27/2017

DESCRIPTION:

This report provides the details of a contract limit amount and includes limit amounts, amount remaining for the limit, amounts in excess, as well as transaction and processing dates for the limits. The report can be used in managing contract adjustments.

NAVIGATION PATH:

Main Menu > Customer Contracts > Reports > Limit Amount

RUN CONTROL PARAMETERS:

Business Unit
Contract Type
Contract Classification
Sold To Customer
Contract
Contract Administrator
Report By
Max Remaining %

OUTPUT FORMAT:

PDF
XLS
TXT

Screenshot of the Limit Amount Report - Run Control Page

The screenshot shows the 'Limit Amount Report' run control page. At the top, there's a navigation bar with 'Favorites', 'Main Menu' (selected), 'Customer Contracts', 'Reports' (selected), and 'Limit Amount'. Below the navigation is the title 'Limit Amount Report'. A toolbar contains 'Run Control ID' (set to 'Limit_Amount'), 'Report Manager', 'Process Monitor', and a large orange 'Run' button. The main area has two sections: 'Contract Options' and 'Limit Options'. In 'Contract Options', fields include 'Business Unit' (50100), 'Contract Type' (%), 'Contract Classification' (Standard), 'Sold To Customer' (%), 'Contract' (%), and 'Contract Admin' (text input). In 'Limit Options', fields include '*Limit Type' (Funding and Billing), '*Report By' (Remaining Amount), and 'Max Remaining %' (50.0000000). At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the Limit Amount Report - Process Scheduler Request Page

Process Scheduler Request

User ID PPS1_JANIS.HANNUKSELA Run Control ID Limit_Amount

Server Name Run Date 01/24/2020

Recurrence Run Time 10:55:13AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Fee Limit Report	CA_LMT2_XP	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Amount Limit Report	CA_LMT_XP	BI Publisher	Web	PDF	Distribution

Screenshot of the Limit Amount Report

ORACLE Active Contracts Limit Amount Management Report Page 1 of 1
1/24/2020

Business Unit: 50100VA Dept of Transportation

Contract Number	Line	Transaction Id	Limit	Funding Limit Remaining	Remaining %	Last Transaction Date	Last Processing Date
0000001426	2		7,133,742.02	827,178.08	USD	11.60	1/24/2020
0000001460	2	FED	523,000.00	132,189.40	USD	25.28	1/24/2020
0000001502	1		43,800.00	15,788.99	USD	36.05	1/24/2020
0000001539	3		3,650,000.00	1,377,499.24	USD	37.74	1/24/2020
0000001581	2		52,100,000.00	22,281,583.21	USD	42.77	1/24/2020
0000001581	2	FED	52,200,000.00	22,381,583.21	USD	42.88	1/24/2020
0000001581	4		500,000.00	11,371.64	USD	2.27	1/24/2020
0000001581	4	FED	600,000.00	111,371.64	USD	18.56	1/24/2020
0000001581	5		1,300,000.00	137,314.79	USD	10.56	1/24/2020
0000001581	5	FED	1,300,000.00	137,314.79	USD	10.56	1/24/2020
0000001628	1		226,711.70	11,555.38	USD	5.10	1/24/2020
0000001639	1		60,000.00	4,768.00	USD	7.93	1/24/2020
0000001664	1		4,271,831.00	1,018,604.55	USD	23.84	1/24/2020
0000001687	1		32,000.00	12,172.91	USD	38.04	1/24/2020
0000001676	1		10,200,000.00	346,861.23	USD	3.40	1/24/2020
0000001680	4		450,000.00	89,544.32	USD	19.90	1/24/2020
0000001689	2		1,859,000.00	58,665.58	USD	3.17	1/24/2020
0000001702	2		5,000,000.00	1,907,717.99	USD	38.15	1/24/2020
0000001705	1		255,000.00	115,224.68	USD	45.19	1/24/2020
0000001721	1		30,000.00	988.09	USD	3.29	1/24/2020
0000001727	3		54,392,668.00	2,457,103.30	USD	4.52	1/24/2020
0000001728	3		137,023,653.0	20,855,783.17	USD	15.22	1/24/2020
			0				
0000001729	2		15,726,000.00	5,385,258.73	USD	34.24	1/24/2020
0000001730	4		168,321,349.0	16,835,972.51	USD	10.00	1/24/2020
			0				
0000001829	1		10,000,000.00	4,707,297.33	USD	47.07	1/24/2020
0000001855	1		30,000,000.00	1,199,713.31	USD	4.00	1/24/2020
0000001862	1		11,253,900.00	1,590,536.38	USD	14.13	1/24/2020
0000001876	1		200,000.00	18,163.27	USD	9.08	1/24/2020
0000001883	1		212,000.00	66,469.68	USD	31.35	1/24/2020
0000001959	1		20,000,000.00	3,037,667.38	USD	15.19	1/24/2020
0000001995	1		600,000.00	98,450.81	USD	16.08	1/24/2020
0000002003	1		261,000.00	83,975.64	USD	32.17	1/24/2020

Private and Confidential



Prepaid Report (RPA149)

REVISED: 02/27/2017

DESCRIPTION:

This report provides the amounts received from customers in advance of project billing. The report identifies the initial prepayment amount and amounts drawn down over the life of the project. The report summarizes data by Fund and Account for each project and customer contract combination. The report can be used to monitor funds received in advance as well as the remaining amount for an advance.

NAVIGATION PATH:

Main Menu > Customer Contracts > Reports > Prepaid Report

RUN CONTROL PARAMETERS:

Set ID
Business Unit
Department
Project (% for all)
As of Date
Fund (% for all)
Account (% for all)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the RPA149 Prepaid Report - Run Control Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Reports ▾ > Prepaid Report

Prepaid Report

Prepaid Report

Run Control ID: Prepaid Report Manager Process Monitor Run

Report Request Parameters

*SetID: 50100	As Of Date: 01/24/2020
*Business Unit: 50100	
*Department: 99999	*Fund (% for all): %
*Project (% for all): %	*Account (% for all): %

Save Notify Add Update/Display



Screenshot of the RPA149 Prepaid Report

Commonwealth of Virginia PREPAID REPORT						
				Run Date: 01/24/2020	Run Time: 11:22 00	
				Page No. 1 of 6		
Fund	Project ID	Contract ID	Account	Prepaid Amount	Remaining Amount	
Last Date Utilized						
04100	0000073692	0000000169	2403007	1,177.38	1,177.38	09/13/2017
	0000080944	0000000176	2409060	47,250.00	0.00	06/02/2013
	0000082583	0000000183	2409060	119.28	85.44	02/15/2011
	0000090369	0000000187	2409060	40,500.00	0.00	09/03/2013
	0000090741	0000000190	2409060	10.00	0.00	02/15/2011
	0000091349	0000000196	2409060	1,199.37	143.38	04/30/2012
	0000091887	0000000875	2409060	26,750.31	0.00	11/11/2011
	0000092124	0000000197	2409060	2,500.00	0.00	02/12/2011
	0000092821	0000000199	2409060	41,250.00	0.00	08/03/2015
	0000094392	0000000101	2409060	2,500.00	2,500.00	05/10/2012
	0000096757	0000000087	2409060	33,000.00	0.00	06/20/2014
	0000097657	0000000089	2409060	283.85	0.00	10/13/2011
	0000098331	0000000093	2409060	18,000.00	16,999.66	02/10/2012
	0000099200	0000000098	2409060	1,000.00	1,000.00	02/10/2012
	0000100803	0000000103	2409060	5,000.00	4,794.18	05/01/2012
	0000101533	0000000111	240400	34.72	34.72	06/14/2011
	0000101757	0000000115	2409060	4,000.00	612.95	09/10/2011
	0000103065	00000001454	2409060	12,000.00	10,318.01	02/01/2013
	0000104052	0000000141	2409060	0.00	0.00	03/14/2014
	0000104658	00000001526	2409060	570.72	0.00	03/24/2015
	0000104659	00000001530	2409060	31,342.15	0.00	03/23/2015
	0000104660	00000001531	2409060	11,835.24	0.00	03/25/2015
	0000105825	00000001628	2409060	56,751.89	0.00	08/09/2017
	0000105825	00000001628	2409060	30,000.00	0.00	06/01/2016
	0000105825	00000001628	2409060	44,250.00	0.00	06/29/2018
	0000105825	00000001628	2409060	41,250.00	0.00	06/04/2019
	0000105825	00000001628	2409060	0.00	0.00	09/09/2017
	0000106621	00000001689	2409060	54,750.00	12,874.33	03/03/2016
	0000106621	00000001689	2409060	250,000.00	0.00	05/02/2017
	0000106621	00000001689	2409060	239,890.08	0.00	05/02/2016
	0000106621	00000001689	2409060	200,000.00	0.00	05/02/2017
	0000106621	00000001689	2409060	715,000.00	0.00	01/03/2019
	0000110831	0000001826	2403007	452,746.30	0.00	05/10/2018
Total for Fund				2,364,961.29	50,740.55	



Project Expenditure by Activity Group Report (RPA100)

REVISED: 01/15/2020

DESCRIPTION:

This report provides project expenditures by activity group or phase such as Right of Way, Construction, Research, etc. The report can be run for one or more projects and activity groups.

This report can also be run to provide construction engineering costs by selecting the ACTIVITY_CE in the tree field and ALL_ACTIVITIES in the node field.

NAVIGATION PATH:

Main Menu > Project Costing > Reports > Project Expenditure by Activity Grp

RUN CONTROL PARAMETERS:

SetID
Business Unit
Activity Tree
Activity Node
Responsible Org
Project ID
TimeFrame [Current Period,Life to Date]

OUTPUT FORMAT:

Screenshot of the RPA100 Project Expenditure by Activity Group - Run Control Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Reports ▾ > Project Expend by Activity Grp

Run Control ID: activity_grp Report Manager Process Monitor Run

Report Request Parameters

*SetID: 50100	Timeframe
*Business Unit: 50100	<input type="radio"/> Current Period
*Activity Tree: ACTIVITY_CE	<input checked="" type="radio"/> Life to Date
Activity Node: ALL_ACTIVITIES	
Responsible Org:	

Project

Project ID: 1 0000094541	[Search]	[Add]	[Update/Display]
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Save Return to Search Notify Add Update/Display



Screenshot of the RPA100 Project Expenditure by Activity Group

Report ID: RPA100		Commonwealth of Virginia PROJECT EXPENDITURE BY ACTIVITY GROUP		Run Date: 03/17/2020	Run Time: 12:41 00		
Set ID: 50100 : VA Dept of Transportation Business Unit: 50100 : VA Dept of Transportation Activity Tree: ACTIVITY_CE Activity Node: ALL_ACTIVITIES Responsible Org: Period: Life-to-Date Projects: 0000094541							
Page No. 1 of 1							
Project ID	Activity	Activity Description		Expenditures			
0000094541	64201	Construction Inspection Field		83,449.40			
0000094541	64204	Construction Manager/ACE		16,538.03			
0000094541	64205	Environmental		100.20			
0000094541	64206	Location and Design		15,833.37			
0000094541	64211	Systems Operations		19,138.38			
0000094541	64212	Law Enforcement Support		537.11			
0000094541	64213	Construction Program Management		1,053.33			
0000094541	64215	Contract Administration		1,639.53			
0000094541	643	Materials		6,782.27			
0000094541	648	Civil Rights		885.94			
Node Total for ALL_ACTIVITIES			\$	145,957.56			
Total			\$	145,957.56			



Project Expenditure by Employee Report (RPA090)

REVISED: 08/09/2021

DESCRIPTION:

This report provides project expenditures and hours for employee charges posted to projects. The detailed information includes Employee Name, Employee ID, Department ID, and Earnings Code for each combination of project related phase and activity. This report contains two different sections, Employee Earnings and Employer Fringe.

This report can be used to monitor employee time and expenditures charged to a project life-to-date.

NAVIGATION PATH:

Main Menu > Project Costing > Reports > Project Expenditure by Employee

RUN CONTROL PARAMETERS:

Business Unit
Project
From Date
To Date

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

Employee project expenditures and hours charged are summarized at both Project-to-Date and Project-wide levels.

Screenshot of the RPA090 Project Expenditure by Employee Report - Run Control Page

Favorites ▾ Main Menu ▾ > Change Password > Project Expenditure by Employee

Project Expend by Employee

Project Expenditure Report - by Employee

Run Control ID Proj_Exp_by_Employee Report Manager Process Monitor Run

Report Run Parameters

*Business Unit 50100 *Project 0000116015

From Date 01/01/2021 To Date 08/09/2021



Screenshot of the RPA090 Project Expenditure by Employee Report (Employee Earnings)

 CARDINAL Report ID: RPA090	<p>Commonwealth of Virginia PROJECT EXPENDITURE BY EMPLOYEE</p> <p>Run Date: 08/09/2021 Run Time: 11:12 00</p>										
Page No. 1 of 3											
Business Unit: 50100 Project ID: 0000116015 From Date: 01/01/2021 To Date: 08/09/2021											
Project LTD Expenditures: \$ 70,459.30											
Emplid	Name	Employee Department	Accounting Date	Journal	Transaction Date	Phase	Activity	EarnCd	Invoice	Hours	Amount
	Employee Earnings Time & Labor for [REDACTED]	17042	02/17/2021	TE01718708	01/25/2021	9104	631	RGS	FED003051	2.00	\$ 79.80
Total for (Employee Earnings)											\$ 79.80
Total for Employee [REDACTED]											\$ 79.80
	Employee Earnings Time & Labor for [REDACTED]	17055	03/16/2021	TE01739994	03/02/2021	9104	64211	RGS	FED003074	0.50	\$ 21.76
Total for (Employee Earnings)											\$ 21.76
Total for Employee [REDACTED]											\$ 21.76
	Employee Earnings Wages, General	19064	04/09/2021	PY01748069	03/22/2021	9101	716	RGHA	PROJ002034	8.00	\$ 296.32
	Wages, General		04/09/2021	PY01748069	03/23/2021	9101	716	RGHA	PROJ002034	8.00	\$ 296.32

Screenshot of the RPA090 Project Expenditure by Employee Report (Employer Fringe and Employee Earnings)

Employee Earnings										Page No. 2 of 3	
Emplid	Name	Employee Department	Accounting Date	Journal	Transaction Date	Phase	Activity	EarnCd	Invoice	Hours	Amount
	Wages, General		04/09/2021	PY01748069	03/24/2021	9101	716	RGHA	PROJ002034	8.00	296.32
	Wages, General		04/09/2021	PY01748069	03/25/2021	9101	716	RGHA	PROJ002034	8.00	296.32
	Wages, General		04/09/2021	PY01748069	03/26/2021	9101	716	RGHA	PROJ002034	8.00	296.32
Total for (Employee Earnings)										\$	1,481.60
<hr/>											
Employer Fringe											
	Salary Social Security&Medicare		04/09/2021	PY01748069	03/28/2021	9101	716		PROJ002034	0.00	339.60
Total for (Employer Fringe)										\$	339.60
<hr/>											
Total for Employee [REDACTED]										\$	1,821.20
<hr/>											
10017											
Employee Earnings											
	Wages, General		04/09/2021	PY01748069	03/08/2021	9104	631	ERG	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/09/2021	9104	631	ERG	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/10/2021	9104	631	ERG	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/11/2021	9104	631	ERG	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/12/2021	9104	631	ERG	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/15/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/16/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/17/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/18/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/19/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/22/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/23/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/24/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, General		04/09/2021	PY01748069	03/25/2021	9104	631	ERGX	FED003078	8.00	172.72
	Wages, Overtime		04/09/2021	PY01748069	03/25/2021	9104	631	ETHX		2.00	64.77
	Wages, General		04/09/2021	PY01748069	03/26/2021	9104	631	ERGX	FED003078	8.00	172.72



Screenshot of the RPA090 Project Expenditure by Employee Report (Employer Fringe)

Employee Department Accounting Date Journal Transaction Date Phase Activity EarnCd Invoice Hours Amount										Page No. 3 of 3	
Emplid	Name	Employee Department	Accounting Date	Journal	Transaction Date	Phase	Activity	EarnCd	Invoice	Hours	Amount
Total for (Employee Earnings)										\$	2,655.57
		Employer Fringe Salary Social Security&Medicare	04/09/2021	PY01748069	03/28/2021	9104	631			0.00	203.16
Total for (Employer Fringe)										\$	203.16
Total for Employee [REDACTED]										\$	2,858.73
Total for the project										\$	4,781.49
End of Report											



Project Expenditures by Location Report (RPA093)

REVISED: 02/27/2017

DESCRIPTION:

This report provides Fiscal Year-to-Date and Life-to-Date budget and expenditure data for Projects and Cost Centers, using Departments and Programs selected in report parameters.. The report can be run in Summary or Detail format. The report can be used to review Project budget and actual expenditures at a location level.

NAVIGATION PATH:

Main Menu > Project Costing > Reports > Project Expends by Location

RUN CONTROL PARAMETERS:

SetID
Business Unit
Fiscal Year
Period
Department
Report Type (Summary, Detail)
Include Rollups [checkbox]
Program:
 All or Specific
 Program
 FIPS
 Tree Node
 Tree Node Name
 Project Category
 Project Status (Active, Inactive)

OUTPUT FORMAT:

PDF
CSV



Screenshot of the RPA093 Project Expenditure by Location - Run Control Page

Favorites ▾ Main Menu ▾ > Project Costing ▾ > Reports ▾ > Project Expends by Location

Project Expends by Location

Run Control ID Proj_Exp_by_Loc Report Manager Process Monitor Run

Report Request Parameters

*SetID 50100	<input type="button" value="🔍"/>	Report Type	
*Business Unit 50100	<input type="button" value="🔍"/>	<input type="radio"/> Summary	
*Fiscal Year 2019	*Period 8	<input checked="" type="radio"/> Detail	
Department 10009	<input type="button" value="🔍"/>	<input type="checkbox"/> Include Rollups	
To run this report for Districtwide, add 9 in front of the District value and click Include Rollups			
Program			
<input checked="" type="radio"/> All or Specific	Program <input type="text"/> <input type="button" value="🔍"/>	FIPS <input type="text"/> <input type="button" value="🔍"/>	
<input type="radio"/> Tree Node	Tree Node <input type="text"/> <input type="button" value="🔍"/>		
Project Category <input type="text"/> <input type="button" value="🔍"/>	Project Status <input type="text"/> <input type="button" value="▼"/>		
<input type="button" value="Save"/>	<input type="button" value="Notify"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>

Screenshot of the RPA093 Project Expenditure by Location Report

		Commonwealth of Virginia PROJECT EXPENDITURES BY LOCATION		Run Date: 01/24/2020 Run Time: 11:48 00	
Set ID:	50100 : VA Dept of Transportation			Page No.	1 of 2
Business Unit:	50100 : VA Dept of Transportation				
Fiscal Year:	2019				
Period:	8				
Department:	10009 : Business Trans & Spec Projects				
Program:	All				
FIPS:	All				
Project Category:	All				
Project Status:	All				
Department:	10009				
Program:	60400501				
FIPS:					
Project	Current Budget	Current Expenses	Current Variance	LTD Budget	LTD Expenses
Cost Center					LTD Variance
11070010	\$ 0.00	\$ 27,108.59	\$ (27,108.59)		
11070020	\$ 0.00	\$ 464,122.68	\$ (464,122.68)		
11070030	\$ 0.00	\$ (227,912.60)	\$ 227,912.60		
11070040	\$ 0.00	\$ (8,258.29)	\$ 8,258.29		
11070050	\$ 0.00	\$ (692.04)	\$ 692.04		
Cost Center Total	\$ 0.00	\$ 254,368.34	\$ (254,368.34)		



Project Overview Report (VPAR0094)

REVISED: 05/24/2016

DESCRIPTION:

This report provides an overview of project data, such as project start date, project description, budget associations, related project categories, project phase data, project distribution, and project expenditures to date. The report can be used to monitor and update project status.

NAVIGATION PATH:

Main Menu > Project Costing > Reports > Project Overview

RUN CONTROL PARAMETERS:

PC Business Unit
Project ID
LTD Through Fiscal Year
Accounting Period

OUTPUT FORMAT:

PDF
CSV

Screenshot of the VPAR0094 Project Overview Report - Run Control Page

The screenshot shows a software application window for running a project overview report. At the top, there's a navigation bar with 'Favorites', 'Main Menu' (selected), 'Project Costing', 'Reports', and 'Project Overview'. Below the navigation bar, the title 'Project Overview' is displayed in a blue header. The main area contains a form titled 'Report Request Parameters' with four input fields: 'PC Business Unit' (50100), 'Project ID' (0000095952), 'LTD Through Fiscal Year' (2019), and 'Accounting Period' (7). Each field has a search icon to its right. Below the form are several buttons: 'Save', 'Notify', 'Add', and 'Update/Display'. At the top right of the main area, there are 'Report Manager' and 'Process Monitor' buttons, and a large 'Run' button.



Screenshot of the VPAR0094 Project Overview Report

 CARDINAL		Commonwealth of Virginia PROJECT OVERVIEW REPORT					Run Date: 01/24/2020 Run Time: 11:53 00			
Report ID: VPAR0094								Page No. 1 of 2		
PC Business Unit:	50100									
Project ID:	0000095952									
Ltd Through Fiscal Year:	2019									
Accounting Period:	7									
Start Date:	04/05/2010									
Project Manager:	MITCHELL, DIANE L									
Description:	0029-071-681,P101,R201,C501									
Overall Project Budget:	\$ 6,900,901.00									
Project Allocations:	\$ 5,756,749.00									
Needed Allocations:	<u>(\$ 1,144,152.00)</u>									
Status	<u>9101</u>	<u>9102</u>	<u>9103</u>	<u>9104</u>	<u>Total</u>					
Start Date	I	I	I	I						
Close Date	04/05/2010	05/19/2014	04/05/2010	05/09/2016						
02/24/2017	09/01/2016	10/30/2016	02/26/2019							
Project Allocations					\$ 5,756,749.00					
Expenditure to Date	\$ 616,825.84	\$ 208,691.50	\$ 0.00	\$ 5,795,385.69	\$ 6,620,603.03					
Remaining Balance					<u>(\$ 863,854.03)</u>					
Project Category										
BRDG	Strength / Widening Bridges									
PRIM	Primary Construction									
CAP	Identify capitalized VDOT proj									
<u>Distribution Split Basis and Project to Date Expenditure Detail:</u>										
Fund	Program	Department	FIPS	Asset	Agency Use1	Agency Use2	Cost Center	Task	Account	Percentage
04720	603023	13014	143							100.00%
Fund	Program		FIPS		<u>9101</u>	<u>9102</u>	<u>9103</u>	<u>9104</u>		
Highway Construction Fund	Primary Construction									
04720	603004				\$ 56,959.04					
Highway Construction Fund	Primary Construction		Pittsylvania							
04720	603004		143		\$ 559,556.80					
Highway Construction Fund	Spec State & Federal Programs		Pittsylvania							
04720	603023		143		\$ 0.00					



Revenue Management Report

REVISED: 04/20/2020

DESCRIPTION:

Displays revenue plans, including the status of these plans and the events associated with them. The report also displays the status of the events and the amount of future revenue.

NAVIGATION PATH:

RUN CONTROL PARAMETERS:

Business Unit
Contract Type
Contract Classification
Sold to Customer
Processing Status
Contract
Contract Admin
Revenue Plan Status
Days Prior to Accounting Date

OUTPUT FORMAT:

PDF
CSV

Screenshot of Revenue Management Report Run Control Page

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Reports ▾ > Revenue Management

Revenue Management Report

Run Control ID: Revenue_Management Report Manager Process Monitor Run

Contract Options

Business Unit	50100	VA Dept of Transportation
Contract Type	%	
Contract Classification	Standard	
Sold To Customer	%	
*Processing Status	Active	
Contract	%	
Contract Admin		Enter a name or leave blank

Revenue Options

Revenue Plan Status	Pending
#Days Prior to Accounting Date	Enter number or leave blank

Save Notify Add Update/Display



Screenshot of Revenue Management Report

ORACLE Contracts Revenue Management Report											Page 1 of 8
											4/21/2020
Business Unit: 50100 VA Dept of Transportation											
Contract Currency: USD											
<u>Sold To Customer</u>	<u>Contract</u>	<u>Contract Type</u>	<u>Rev Rec Plan Id</u>	<u>Rev Rec Method</u>	<u>Event Num</u>	<u>Event Type</u>	<u>Event Status</u>	<u>Milestone Event Origin</u>	<u>Ms Nbr</u>	<u>Accounting Date</u>	<u>Revenue Amount</u>
0000003249 FAIRFAX CO	0000001680	A	R101	Milestone	1	Date	Ready			5/21/2015	600,000.00
0000003249 FAIRFAX CO	0000001680	A	R101	Milestone	2	Date	Pending			6/21/2015	0.00
0000003249 FAIRFAX CO	0000001680	A	R102	Milestone	2	Date	Ready			4/16/2015	0.00
0000003249 FAIRFAX CO	0000001680	A	R102	Milestone	1	Date	Ready			3/16/2015	0.00
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	39	Date	Ready			6/30/2020	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	40	Date	Ready			7/31/2020	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	41	Date	Ready			8/31/2020	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	42	Date	Ready			9/30/2020	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	43	Date	Ready			10/31/2020	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	44	Date	Ready			11/30/2020	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	45	Date	Ready			12/31/2020	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	46	Date	Ready			1/31/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	47	Date	Ready			2/28/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	48	Date	Ready			3/31/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	49	Date	Ready			4/30/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	50	Date	Ready			5/31/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	51	Date	Ready			6/30/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	52	Date	Ready			7/31/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	53	Date	Ready			8/31/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	54	Date	Ready			9/30/2021	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Appointment	55	Date	Ready			10/31/2021	66,666.67

Note: This report displays billing plans with open events only.



Summary of Financial Activity by Project or Contract (RPA105)

REVISED: 02/27/2017

DESCRIPTION:

This report provides the total amount billed and collected for a particular project or a customer contract. The report also provides the status of prepaid amounts and the project budget. The report can be used to review customer contract data.

NAVIGATION PATH:

Main Menu > Customer Contracts > Reports > Financial Activity by Proj/Con

RUN CONTROL PARAMETERS:

Business Unit
As of Date
Project ID
Contract Number

OUTPUT FORMAT:

PDF
CSV

ADDITIONAL INFORMATION:

The report can be run using either the Project ID or the Contract Number, but not both. The generated results will be similar for either value.

Screenshot of the RPA105 Summary of Financial Activity by Project or Contract - Run Control Page, by Project ID

The screenshot displays the 'Financial Activity by Prj/Cont' page. At the top, there's a navigation bar with 'Favorites', 'Main Menu' (selected), 'Customer Contracts', 'Reports', and 'Financial Activity by Proj/Con'. Below the navigation, the title 'Summary of Financial Activity by Project or Contract' is centered. To the right of the title are buttons for 'Report Manager', 'Process Monitor', and a large orange 'Run' button. Underneath the title, a section titled 'Report Run Parameters' contains fields for 'Business Unit' (50100), 'Project ID' (p000095952, highlighted with a red box), 'As of Date' (01/24/2020), and 'Contract Number'. At the bottom of the form are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the RPA105 Summary of Financial Activity by Project or Contract Report, by Project ID

Commonwealth of Virginia SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT																													
Report ID: RPA105																													
Run Date: 01/24/2020 Run Time: 12:18 00																													
Page No. 1 of 1																													
<p>Business Unit 50100 As of Date 01/24/2020 Project ID 0000095952 Contract ID</p>																													
<p>Overall Project Budget 6,900,901.00 Budget to Date 6,400,424.00 Total Expenditures 6,620,603.03</p>																													
<table><thead><tr><th>Contract ID</th><th>Billed Amount</th><th>Collected Amount</th><th>Write-off Amount</th><th>\$0 Invoice Adjustment</th><th>Amount Due</th></tr></thead><tbody><tr><td>0293031</td><td>480,000.00</td><td>480,000.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td>Prepaid Amount Utilized</td><td>Initial Prepaid Amount</td><td></td><td></td><td>Amount Remaining</td></tr><tr><td></td><td></td><td>0.00</td><td>0.00</td><td></td><td>0.00</td></tr></tbody></table>						Contract ID	Billed Amount	Collected Amount	Write-off Amount	\$0 Invoice Adjustment	Amount Due	0293031	480,000.00	480,000.00	0.00	0.00	0.00		Prepaid Amount Utilized	Initial Prepaid Amount			Amount Remaining			0.00	0.00		0.00
Contract ID	Billed Amount	Collected Amount	Write-off Amount	\$0 Invoice Adjustment	Amount Due																								
0293031	480,000.00	480,000.00	0.00	0.00	0.00																								
	Prepaid Amount Utilized	Initial Prepaid Amount			Amount Remaining																								
		0.00	0.00		0.00																								
<p>Contract Amount \$480,000.00</p>																													
<table><thead><tr><th>Contract ID</th><th>Billed Amount</th><th>Collected Amount</th><th>Write-off Amount</th><th>\$0 Invoice Adjustment</th><th>Amount Due</th></tr></thead><tbody><tr><td>0293032</td><td>207,908.94</td><td>207,908.94</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td>Prepaid Amount Utilized</td><td>Initial Prepaid Amount</td><td></td><td></td><td>Amount Remaining</td></tr><tr><td></td><td></td><td>0.00</td><td>0.00</td><td></td><td>0.00</td></tr></tbody></table>						Contract ID	Billed Amount	Collected Amount	Write-off Amount	\$0 Invoice Adjustment	Amount Due	0293032	207,908.94	207,908.94	0.00	0.00	0.00		Prepaid Amount Utilized	Initial Prepaid Amount			Amount Remaining			0.00	0.00		0.00
Contract ID	Billed Amount	Collected Amount	Write-off Amount	\$0 Invoice Adjustment	Amount Due																								
0293032	207,908.94	207,908.94	0.00	0.00	0.00																								
	Prepaid Amount Utilized	Initial Prepaid Amount			Amount Remaining																								
		0.00	0.00		0.00																								
<p>Contract Amount \$207,908.94</p>																													
<table><thead><tr><th>Contract ID</th><th>Billed Amount</th><th>Collected Amount</th><th>Write-off Amount</th><th>\$0 Invoice Adjustment</th><th>Amount Due</th></tr></thead><tbody><tr><td>0293033</td><td>5,174,732.06</td><td>5,174,732.06</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td>Prepaid Amount Utilized</td><td>Initial Prepaid Amount</td><td></td><td></td><td>Amount Remaining</td></tr><tr><td></td><td></td><td>0.00</td><td>0.00</td><td></td><td>0.00</td></tr></tbody></table>						Contract ID	Billed Amount	Collected Amount	Write-off Amount	\$0 Invoice Adjustment	Amount Due	0293033	5,174,732.06	5,174,732.06	0.00	0.00	0.00		Prepaid Amount Utilized	Initial Prepaid Amount			Amount Remaining			0.00	0.00		0.00
Contract ID	Billed Amount	Collected Amount	Write-off Amount	\$0 Invoice Adjustment	Amount Due																								
0293033	5,174,732.06	5,174,732.06	0.00	0.00	0.00																								
	Prepaid Amount Utilized	Initial Prepaid Amount			Amount Remaining																								
		0.00	0.00		0.00																								
<p>Contract Amount \$5,174,732.06</p>																													
<p><u>Suspense Amounts</u></p>																													
<p>Exceeded Agreement Amt 313,180.60 Not Yet Billed 0.00 Out of Contract Period 0.00 Advance Construction 0.00</p>																													
<p>Total Suspense Amt 313,180.60</p>																													
<p>End of Report</p>																													

Screenshot of the Summary of Financial Activity by Project or Contract - Run Control Page, by Contract Number

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Reports ▾ > Financial Activity by Proj/Cont

Financial Activity by Prj/Cont

Summary of Financial Activity by Project or Contract

Run Control ID Sum_Fin_Actv_by_Proj_or_Contr Report Manager Process Monitor **Run**

Report Run Parameters

*Business Unit 50100 <input type="button" value="🔍"/>	Project ID <input type="text"/>
*As of Date 01/24/2020 <input type="button" value="📅"/>	Contract Number 3604017 <input type="button" value="🔍"/>



Screenshot of the RPA105 Summary of Financial Activity by Project or Contract Report, with Contract Number

Commonwealth of Virginia SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT					
Report ID: RPA105					
Run Date: 01/24/2020 Run Time: 12:02 00					
Page No. 1 of 1					
Business Unit	50100				
As of Date	01/24/2020				
Project ID					
Contract ID	3604017				
Contract Type	F				
Customer	0000055002 FEDERAL HIGHWAY ADMINISTRATION				
Total Expenditures	9,471,779.30				
Contract ID	Billed Amount	Collected Amount	Write-off Amount	\$0 Invoice Adjustment	Amount Due
3604017	6,761,952.00	6,761,952.00	0.00	0.00	0.00
	Prepaid Amount Utilized	Initial Prepaid Amount			Amount Remaining
	0.00	0.00			0.00
Contract Amount	\$6,761,952.00				
Suspense Amounts					
Exceeded Agreement Amt	444,560.00				
Not Yet Billed	0.00				
Out of Contract Period	0.00				
Advance Construction	574,779.30				
Total Suspense Amt	1,019,339.30				
End of Report					



Transaction Relationship Report (RPA145)

REVISED: 02/27/2017

DESCRIPTION:

This report provides information that traces billed amounts from invoices to the original transaction. The report can be used to provide backup documentation related to invoices that trace back to the original transaction and to the related journal entry.

NAVIGATION PATH:

Main Menu > Customer Contracts > Reports > Transaction Relationship Rpt

RUN CONTROL PARAMETERS:

Business Unit
Invoice
Project ID
Contract Number

OUTPUT FORMAT:

PDF
CSV

Screenshot of the RPA145 Transaction Relationship Report - Run Control Page

The screenshot shows the run control interface for the Transaction Relationship Report (RPA145). At the top, there's a navigation bar with 'Favorites', 'Main Menu' (selected), 'Customer Contracts', 'Reports', and 'Transaction Relationship Rpt'. Below the navigation is a toolbar with 'Run Control ID Trans_Rel', 'Report Manager', 'Process Monitor', and a 'Run' button. The main area is titled 'Transaction Relationship Report' and contains four input fields: '*Business Unit' (50100), '*Invoice' (FED001691), 'Project ID' (empty), and 'Contract Number' (empty). Each field has a search icon to its right. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



Screenshot of the RPA145 Transaction Relationship Report



Project Accounting nVision Reports

<This page is intended to be blank>



Financial Summary - Project Expenditure by Account Report (VPA106b - nVision)

REVISED: 05/24/2016

DESCRIPTION:

This nVision report provides budget and actual expenditures by Account for projects. Actual expenditure information is provided for Year-to-Date and Project-to Date. The report can be used to monitor project expenditures as related to the project budget and to research charges. The report is also used to determine whether project to-date expenditures are over or under the budget amount as well as the current year percentage of project budget remaining.

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > PROJ EXP ACCOUNT

RUN CONTROL PARAMETERS:

Business Unit
Fiscal Year
Project Number

OUTPUT FORMAT:

Excel version 2007 or higher

Screenshot of the VPA106b Financial Summary - Project Expenditure by Account nVision Report

Commonwealth of Virginia																
Financial Summary - Project Expenditure by Account																
Report ID:	PA106BDA									Run Date	December 14, 2019					
Layout ID:	VPA106B									Run Time	12:32:35 AM					
Scope:	PA106BDLYA															
Period End:	June 30, 2020															
Business Unit	\$0100	VA Dept of Transportation														
Project:	0000140430	0211-078-631, P101,C501, B606														
Expenditures																
Account	Description	Project Budget	2020-1	2020-2	2020-3	2020-4	Current Year	Project to Date	Project to Date (Over) Under Project Budget	% of Project Budget Remaining						
501110	Employer Retiree Contrib-Del Bk	0.00	151.37	56.53	38.69	0.00	246.53	28,922.13	(23,922.13)	0.00						
501120	Salary Social Security&Medicar	0.00	72.39	27.03	18.50	0.00	117.92	13,995.42	(13,995.42)	0.00						
501140	Group Life Insurance	0.00	12.62	4.71	3.23	0.00	20.56	2,478.21	(2,478.21)	0.00						
501150	Employer Health Ins Premium	0.00	217.83	81.35	55.68	0.00	354.86	45,467.29	(45,467.29)	0.00						
501230	Salaries, Classified	0.00	956.22	357.12	244.41	0.00	1557.75	187,735.49	(187,735.49)	0.00						
5012301	Salaries, Non-Productive Time	0.00	412.22	153.96	105.36	0.00	671.54	74,208.24	(74,208.24)	0.00						
501250	Salaries, Overtime	0.00	0.00	0.00	0.00	0.00	0.00	1,068.81	(1,068.81)	0.00						
501260	Telecom Services (VITA)	0.00	0.00	0.00	0.00	0.00	0.00	762.34	(762.34)	0.00						
5012610	Architectur & Engineering Svrc	0.00	1517.22	0.00	36.22	0.00	1,553.44	16,278.07	(16,278.07)	0.00						
5012680	Skilled Services	0.00	0.00	0.00	0.00	0.00	0.00	19,845.00	(19,845.00)	0.00						
501550	Vehicle Repair & Maint Materl	0.00	0.00	0.00	89.27	23.72	112.99	10,872.11	(10,872.11)	0.00						
5023210	Construction, Bridges	0.00	(2,253.87)	0.00	0.00	0.00	(2,253.87)	1,683,430.47	(1,683,430.47)	0.00						
5099001	Budget Roll up Account	1,346,520.00	0.00	0.00	0.00	0.00	0.00	0.00	1,946,520.00	1.00						
Total		\$1,346,520.00	\$1,086.00	\$680.70	\$591.36	\$23.72	\$2,381.78	\$2,085,965.08	(\$139,445.08)	-7.36%						



Financial Summary - Project Expenditure by Activity Report (VPA106a - nVision)

REVISED: 05/24/2016

DESCRIPTION:

This nVision report provides the actual expenditures by Phase and related Activity for projects. Actual expenditure information is provided for current year accounting periods, current year, and project-to-date. The report can be used to monitor project expenditures as related to the total project budget and to research charges. The report can also be used to determine whether total project-to-date expenditures are over or under the budget amount.

NAVIGATION PATH:

Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager > PROJ EXP ACTIVITY

RUN CONTROL PARAMETERS:

Business Unit
Fiscal Year
Project Number

OUTPUT FORMAT:

Excel version 2007 or higher

ADDITIONAL INFORMATION:

The project budget is not reflected at the Activity or Phase level. The project budget is reported below all of the individual phase summaries and is also incorporated in the project total line.



Screenshot of the VPAR106a Financial Summary - Project Expenditure by Activity nVision Report

Commonwealth of Virginia Financial Summary - Project Expenditure by Activity									
Report ID: PA106ADA Layout ID: VPAR106A Scope : PA106ADLYA		Period End June 30, 2020						Run Date: December 14, 2019	Run Time: 12:34:16 AM
Business Unit	Project	Description	Project Budget	2020-1	2020-2	2020-3	2020-4	Expenditures	Project To Date
VA Dept of Transportation	0211-078-631, P101,C501, B606								
Activity	Description	Project Budget	2020-1	2020-2	2020-3	2020-4	Current Year	Project To Date	Project To Date (Over) Under
9101	Preliminary Engineering Phase	\$1,346,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134,657.73	(\$134,657.73)	0.00%
9102	Right of Way Phase							\$0.00	0.00%
9103	Inc. Construction Phase							\$0.00	0.00%
9104	Construction Phase	\$1,346,520.00	\$1,086.00	\$680.70	\$531.36	\$23.72	\$2,381.78	\$1,351,307.35	(\$1,351,307.35)
9105	Maintenance Phase							\$0.00	0.00%
9106	Capital Outlay Phase							\$0.00	0.00%
9107	Planning Phase							\$0.00	0.00%
9108	Research Phase							\$0.00	0.00%
9109	Administrative Phase							\$0.00	0.00%
	Project Budget	\$1,346,520.00						\$1,346,520.00	100.00%
	Total	\$1,346,520.00	\$1,086.00	\$680.70	\$531.36	\$23.72	\$2,381.78	\$2,085,365.08	(\$133,445.08)
									-7.16%